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Child Protection and Safeguarding Policy

7	Aug 2016	Reviewed and restructured. KCSIE and Annex A (2016) updates included.	DB	RW
6	March 2015	Updated to include Appendix 4 regarding frequency of training in Surrey & new KCSIE regulations	DB	AC
5	Dec 2014	This policy is up to date regarding ISI regulations Sept 2014. Awaiting confirmation from Surrey CC with regard to frequency of CP Training for staff	DB	AC
4	Oct 2014	DSL Job description added	CG	AC
3	Aug 2014	Reviewed in line with GN guidance	SH/ST	AC
2	April 2014	Revised and reviewed content	CG	AC
1	Jan 2013	Revised format and reviewed content	CG	AC
Review	**Date**	**Detail**	**Reviewee**	**Agreed By**

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Key Points:

Governors' Committee Responsible:	Education Committee
Governor Lead:	Shirley Winson
Nominated Lead Member of Staff:	Daniel Boorman
Status & Review Cycle:	Statutory Annual
Next Review Date:	Sept 2017

Multi Agency Safeguarding Hub (MASH) **0300 470 9100**

- Head of MASH: dean.woodward@surreycc.gov.uk
- Early Help: nicolas.charalambous@surreycc.gov.uk
- **MASH Information**

Safeguarding Statement

Bishopsgate School recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities.

Key Personnel

The Designated Safeguarding Lead (DSL) is: __Daniel Boorman - Deputy Head (Pastoral)_____
Contact details: email: dboorman@bishopsgatesch.uk Telephone: ___07813 922925_____

The Deputy DSL is: James Pym - Deputy Head (Teaching & Learning)
Contact details: email: jpym@bishopsgatesch.uk
Telephone: _07766 500953_____

The nominated child protection Governor is: ___Shirley Winson_____
Contact details: email: __s.winson@care4free.net___ Telephone: __01784 453482_____

The Headteacher is: __Robert Williams_____
Contact details: email: __rwilliams@bishopsgatesch.uk_____ Telephone: _01784 480223 _____

The Chair of Governors is: __Timothy Eddis_____
Contact details: email: ___ chair@bishopsgatesch.uk_____ Telephone: ____ 07971 232 990___

Record of Staff Safeguarding and Child Protection Training:

Training:	Provider:	Date:
Safeguarding and Child Protection Workshop – abuse, social media, significant harm, current legislation & risk assessing	David Blake of Kapasun Training	5.01.16
Staff Inset – KCSIE Sept 2016 (inc Annex A) update	Dan Boorman	5.09.16
Staff Workshops, including staff quiz on KCSIE (see staff file)	Dan Boorman	w/c 27.09.16
Mental Health Workshop – inc. stress, anxiety, pubity, warning signs and strategies	Dick Moore	19.04.17

Terminology:

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

1 Introduction

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Disqualification under the Child Care Act 2006', 'The Teachers Standards 2012', 'Mental Health and Behaviour in Schools 2016', 'Counselling in Schools 2016', 'Working Together to Safeguard Children' 2015, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2015, 'The Prevent Duty' 2015, and 'The Use of Social Media for Online Radicalisation 2015'. The guidance also reflects, both 'Keeping Children Safe in Education' 2016, and Surrey Safeguarding Children Board SSCB Child Protection Procedures1.
- The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm. The safety and well-being of all of our pupils is our highest priority. The School recognises that it is important to differentiate between safeguarding children who have suffered or are at risk of suffering serious harm and those who are in need of additional support from one or more agencies. The former should be reported to children's social care immediately; the latter should lead to inter-agency assessment using local processes.
- Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. We expect respect and good manners to be shown by everyone so that every pupil can develop his/her full potential and feel positive about him/herself as an individual. All pupils should care for and support each other. This policy applies to all pupils, members of staff and governors in the school including those in EYFS, and should be read in conjunction with Bishopsgate's **Safer Recruitment Policy** and **Whistleblowing Policy**.

2 Policy Principles

- The welfare of the child is paramount
- All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.
- We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm and have an

1 The SSCB Child protection Procedures are only available online at http://surreyscb.procedures.org.uk/

equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm;

- All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- Pupils and staff involved in child protection issues will receive appropriate support.

3 Policy Aims

- To demonstrate the school's commitment with regard to safeguarding and child protection to pupils, parents and other partners.
- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident to, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Child Services.
- To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance)2, and a single central record is kept for audit.
- To ensure that all teaching staff are checked on the NCTL website to ensure that they have not been prohibited from the profession, and that those that have worked in the EEA are not sanctioned in other EEA states.
- To ensure that all those involved in the management of the school, including the governors, do not appear on the Prohibition from Management Section 128 barring directions on the NCTL website.

2 Guidance regarding DBS checks recently updated by the Protection of Freedoms Act 2012

- To ensure that the school does not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they or others who live or work in their households are 'disqualified' from working with children under the age of 8 under the Childcare Act 2006. This applies not only to 'staff' but also others such as volunteers, supply/agency staff, self-employed people, staff of other organisations contracted to provide childcare, and governors who volunteer with the relevant groups or are directly concerned with their day-to-day management.

4 Values

4.1 Supporting Children

- We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm and that Bishopsgate is often seen as a child's 'safe place'.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- Our school will support all children by:
  - Encouraging self-esteem and self-assertiveness, through the curriculum (particularly but not solely through Personal, Social, Health and Economics Education lessons) as well as our relationships, whilst not condoning aggression or bullying.
  - Promoting a caring, safe and positive environment within the school.
  - Responding sympathetically to any requests for time out to deal with distress and anxiety.
  - Offering details of helplines (see pupil's diaries), counselling or other avenues of external support.
  - Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - Notifying Social Care as soon as there is a significant concern.
  - Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.
- Children are taught to understand and manage risk through our personal, social, health and economic education (PSHEE) and Relationship and Sex Education and

through all aspects of school life. This includes online safety; Children throughout the school including EYFS are taught the importance of keeping safe.

- The School aims to teach pupils to understand what is acceptable behaviour and to speak up if they believe they or others are not being treated appropriately.

4.2 Prevention / Protection

- We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- The school community will therefore:
    - Work to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to.
    - Include regular consultation with children e.g. through weekly Form time, participation in anti-bullying exercises and discussions, asking children to report whether they have had happy/sad lunchtimes/playtimes
    - Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty, usually Form Tutor in the first instance, with the Head of Year and School Councillor also available.
    - Include safeguarding across the curriculum, including PSHEE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti-bullying work, online-safety, road safety, pedestrian and cycle training. Also focussed work in Years 6,7 and 8 to prepare for transition to senior school and more personal safety/independent travel.
    - Ensure all staff are aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks. More detail of the School's policy in this area can be found at: Acceptable Use of ICT Policy.

5 Safe School, Safe Staff

We will ensure that;

- All staff receive information about the school's safeguarding arrangements, the school's safeguarding statement, staff behaviour policy (code of conduct), child protection policy, the role and names of the Designated Safeguarding

Lead and their deputy(ies), and Keeping Children Safe in Education part 1 and annex A on induction;

- All staff receive safeguarding and child protection training on the first day of induction in line with advice from Surrey Safeguarding Children's Board which is regularly updated and receive safeguarding and child protection updates given and minuted during weekly staff briefings or scheduled as a staff workshop depending upon needs. Child Protection training forms part of the INSET Programme undertaken on staff training days at the beginning of each new term;

- All staff are required to complete online Prevent training in accordance with the Prevent Duty in order to assess the risk of children being drawn into terrorism. Additional Prevent awareness training is available, such as the online general awareness training module on Channel or at https://www.elearning.prevent.homeoffice.gov.uk, which provides advice and support on protecting children from radicalisation.

- All members of staff are trained in and receive regular updates in online safety and reporting concerns;

- All staff and governors have regular child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse;

- The child protection safeguarding policy is made available via the school website and parents/carers are made aware of this policy and their entitlement to have a copy via the school prospectus and website. All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through the publication of the Child Protection Safeguarding Policy and reference to it in the school's prospectus.

- The school provides a coordinated offer of Early Help when additional needs of children are identified and contributes to early help arrangements and inter-agency working and plans where needed;

- Volunteers, temporary staff, peripatetic providers and contracted users organising activities for children are aware of the school's Child Protection Safeguarding Policy, guidelines and procedures;

- The name of the designated members of staff for child protection, the Designated Safeguarding Lead and deputy(ies), are clearly advertised in this document and during staff training (see staff quiz Sept 2016), along with an explanation of the school's role in referring and monitoring cases of suspected abuse;

- All staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education 2016 and will sign to say they have read and understood it. This applies to the Governing Body in relation to part 2 of the same guidance.

6 Visiting Speakers

The Prevent statutory guidance requires schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School's responsibility to our pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

The School is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. Please see the Visiting Speaker Policy for the full list of checks and the procedure for vetting a Visiting Speaker.

Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the School may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers, whilst on the School site, will be supervised by a School employee. On attending the School, Visiting Speakers will be required to show original current identification document including a photograph such as a passport or photo card driving licence. The School shall also keep a formal register of visiting speakers retained in line with its Data Protection Policy.

7 School Governance

The School Governor with particular responsibility for Child Protection and for Prevent duty is:

Shirley Winson (Retired Headmistress – Bishopsgate and Virginia Water Prep**)**

The School Governor with particular responsibility for Child Protection is responsible for liaising with the DSL over all matters regarding child protection issues and reporting back to the main governing board. The Pastoral Deputy Head meets with the Governor every week during term time. The role is strategic rather than operational and they will not be involved in concerns about individual pupils.

The DSL will meet with the Education Committee, which includes three School Governors, and provide a termly child protection and safeguarding update. This termly review is recorded in the Education Committee's minutes and then discussed at the following main governing body meeting if required.

The Education Committee are also responsible for reviewing the school's PSHEE Policy and Acceptable Use of ICT Policies, and to ensure that these policies are put into practice. Shirley Winson has direct access to these policies via the DSL and will witness them in action during her weekly visits. Shirley Winson may also question staff from time to time on their knowledge of child protection and safeguarding and of their potential reaction should they be confronted with an issue.

The Child Protection and Safeguarding Policy is reviewed and tested annually by Governors to ensure that all procedures have been discharged with efficiency and to ensure swift remediation of any deficiency in policy or procedures. The governors, in conjunction with the DSL, will ensure that the school contributes and works closely with other local agencies. Enhanced DBS checks are in place for all Governors; an additional DfE check is in place for the Chair of Governors.

8 Roles and Responsibilities

8.1 All members of The Governing Body understand and fulfil their responsibilities, namely to ensure that;

- There is a Child Protection and Safeguarding policy together with a staff behaviour policy (code of conduct);
- Child protection, safeguarding, recruitment and managing allegations policies and procedures, including the staff behaviour policy (code of conduct), are consistent with Surrey Safeguarding Children's Board and statutory requirements, are reviewed annually and that the Child Protection policy is publically available on the school website or by other means;
- Ensures that all staff including temporary staff and volunteers are provided with the school's child protection policy and staff behaviour policy;

- All staff have read Keeping Children Safe in Education (2016) part 1 and Annex A and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance;
- The school operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training;
- The school has procedures for dealing with allegations of abuse against staff (including the Headmaster), volunteers and against other children and that a referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned;
- A member of the Governing Body (Chair) is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headmaster;
- A member of the Senior Management Team (Pastoral Deputy Head) has been appointed as the Designated Safeguarding Lead (DSL) by the Governing Body who will take lead responsibility for safeguarding and child protection and that the role is explicit in the role holder's job description;
- On appointment, the DSL and deputy(ies) undertake interagency training (SSCB Modules 1,2&3) and also undertake DSL 'New to Role' and 'Update' training every two years;
- A number of additional staff attend Module 1 and 2 training, including Heads of Year and School Nurse. All other staff have safeguarding training updated as appropriate;
- At least one member of the governing body has completed safer recruitment training to be repeated every five years;
- Children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHEE);
- Appropriate safeguarding responses are in place for children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future;
- Appropriate online filtering and monitoring systems are in place;
- Enhanced DBS checks (without barred list checks, unless the governor is also a volunteer at the school) are in place for all Governors;
- Any weaknesses in Child Protection are remedied immediately.

8.2 The Headmaster will ensure that;

- The Child Protection and Safeguarding Policy and procedures are implemented and followed by all staff;
- Sufficient time, training, support, resources, including cover arrangements where necessary, is allocated to the DSL and deputy(ies) DSL(s) to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
- Where there is a safeguarding concern that the child's wishes and feelings are taken into account when determining what action to take and what services to provide;
- Systems are in place for children to express their views and give feedback which operate with the best interest of the child at heart;
- All staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistleblowing procedures;
- That pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- He liaises with the Local Authority Designated Officer (LADO), before taking any action and on an ongoing basis, where an allegation is made against a member of staff or volunteer;
- Anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.
- He will consider reporting any person whom he has reported to the DBS to the NCTL in addition.

8.3 The Designated Safeguarding Lead;

- Holds ultimate responsibility for safeguarding and child protection in the school;

- Acts as a source of support and expertise in carrying out safeguarding duties for the whole school community;
- Encourages a culture of listening to children and taking account of their wishes and feelings;
- Is appropriately trained with updates every two years and will refresh their knowledge and skills at regular intervals but at least annually;
- Will refer a child if there are concerns about possible abuse, to the Children's Services Local Referral, Intervention and Assessment Service Team3, and act as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)4;
- Will keep detailed, accurate records, either written or using appropriate online software, of all concerns about a child even if there is no need to make an immediate referral;
- Will ensure that all such records are kept confidential, stored securely and are separate from pupil records, until the child's 25th birthday;
- Will ensure that an indication of the existence of the additional file in 6.3.7 above is marked on the pupil records;
- Will ensure that when a pupil leaves the school, their child protection file is passed to the new school (separately from the main pupil and ensuring secure transit) and that confirmation of receipt is obtained;
- Will ensure that a copy of the CP file is retained until such a time that the new school acknowledges receipt of the original file. The copy should then be shredded;
- Will liaise with the Local Authority and work with other agencies and professionals in line with Working Together to Safeguard Children;
- Has a working knowledge of SSCB procedures;
- Will ensure that either they, or another staff member, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report where required which has been shared with the parents;
- Will ensure that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team;
- Will ensure that all staff sign to say they have read, understood and agree to work within the School's child protection safeguarding policy, staff behaviour policy (code of conduct) and Keeping Children Safe in Education Part 1 and Annex A and ensure that the policies are used appropriately;

3 All new referrals go to the Referral, Intervention and Assessment Service for each area operating 8.00am to 6.00pm. DSLs may consult with an Assistant Team Manager by telephoning the Area Team. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.
4 On line forms will be e-mailed from the Children's Services Area Team

- Will organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences;
- Will contribute to and provide, with the Headmaster and Chair of Governors, the "Audit of Statutory Duties and Associated Responsibilities" to be submitted annually to the Education Safeguarding Team at Surrey County Council;
- Has an understanding of locally agreed processes for providing early help and intervention and will support members of staff where Early Help is appropriate;
- Will ensure that the name of the designated members of staff for Child Protection, the Designated Safeguarding Lead and deputies, are clearly known among the staff at Bishopsgate school.

8.4 The Deputy Designated Safeguarding Lead(s)

- Are trained to the same standard as the Designated Safeguarding Lead and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the DSL, the deputy will assume all of the functions above.

8.5 All School Staff

- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action;
- Consider, at all times, what is in the best interests of the child;
- Know how to respond to a pupil who discloses abuse through delivery of 'Working together to Safeguard Children', and 'What to do if you suspect a Child is being Abused' (2015);
- Will refer any safeguarding or child protection concerns to the DSL or if necessary where the child is at immediate risk to the police or Children's Social Care;
- Are aware of the Early Help5 process and understand their role within it including identifying emerging problems for children who may benefit from an offer of Early Help, liaising with the DSL in the first instance and supporting other agencies and professionals in an early help assessment through information sharing. In some cases staff may act as the Lead Professional in Early Help Cases.
- Will provide a safe environment in which children can learn;

5 Detailed information on early help can be found in Chapter 1 of Working together to safeguard children

9 Confidentiality

- Bishopsgate School recognises that in order to effectively meet a child's needs, safeguard their welfare and protect them from harm the school must contribute to inter-agency working in line with Working Together to Safeguard Children (2015) and share information between professionals and agencies where there are concerns.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 is not a barrier to sharing information where the failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- However, we also recognise that all matters relating to child protection are personal to children and families. Therefore, in this respect they are confidential and the Headmaster or DSLs will only disclose information about a child to other members of staff on a need to know basis.
- We will always undertake to share our intention to refer a child to Social Care with their parents /carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Children's Services Area Team on this point.

10 Child Protection Procedures

- Abuse and neglect are forms 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 the family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.
- Further information about the four categories of abuse; physical, emotional, sexual and neglect, and indicators that a child may be being abused can be found in appendices 1 and 2.
- Any child in any family in any school could become a victim of abuse. Staff should always maintain an attitude of "It could happen here".
- There are also a number of specific safeguarding concerns that we recognise our pupils may experience;
  - child missing from education (see para 22)
  - child missing from home or care
  - child sexual exploitation (CSE) (see para 15 and Appendix 3)
  - bullying including cyberbullying (see para 11)

- domestic abuse (see para 14 and Appendix 5)
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) (see para 16 and Appendix 4)
- forced marriage (see para 17)
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- radicalisation (see para 13 and Appendix 6)
- youth produced sexual imagery (sexting) (see para 26)
- teenage relationship abuse (see para 26)
- trafficking
- peer on peer abuse (see para 25)

- Staff are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger and that safeguarding issues can manifest themselves via peer on peer abuse.
- We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Staff are aware that in most cases multiple issues will overlap one another.

10.1 If staff are concerned about a child's welfare

- If staff notice any indicators of abuse/neglect or signs that a child may be experiencing a safeguarding issue they should record these concerns on a Child Protection Record of Concern (Appendix 9) and pass it to the DSL. They may also discuss their concerns in person with the DSL but the details of the concern should be recorded in writing.
- There will be occasions when staff may suspect that a pupil may be at risk, but have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical or inconclusive signs may have been noticed.
- Bishopsgate School recognises that the signs may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill or an accident has occurred. However, they may also indicate a child is being abused or is in need of safeguarding.
- In these circumstances staff will try to give the child the opportunity to talk. It is fine for staff to ask the pupil if they are OK or if they can help in any way.
- Staff should use the Child Protection Record of Concern to record these early concerns and give the completed form to the DSL.

- Following an initial conversation with the pupil, if the member of staff remains concerned they should discuss their concerns with the DSL and put them in writing.
- If the pupil does begin to reveal that they are being harmed, staff should follow the advice below regarding a pupil making a disclosure.

10.2 If a pupil discloses to a member of staff

- We recognise that it takes a lot of courage for a child to disclose they are being abused. They may feel ashamed, guilty or scared, their abuser may have threatened that something will happen if they tell, they may have lost all trust in adults or believe that what has happened is their fault. Sometimes they may not be aware that what is happening is abuse.
- A child who makes a disclosure may have to tell their story on a number of subsequent occasions to the police and/or social workers. Therefore, it is vital that their first experience of talking to a trusted adult is a positive one.
- During their conversation with the pupil staff will;
    - Listen to what the child has to say and allow them to speak freely
    - Remain calm and not overact or act shocked or disgusted – the pupil may stop talking if they feel they are upsetting the listener
    - Reassure the child that it is not their fault and that they have done the right thing in telling someone
    - Not be afraid of silences – staff must remember how difficult it is for the pupil and allow them time to talk
    - Take what the child is disclosing seriously
    - Ask open questions and avoid asking leading questions. Let the pupil tell you what she or he wants to and no more. The pupil may have to disclose to a specialist later and too much detail now may interfere with later investigations.
    - Avoid jumping to conclusions, speculation or making accusations.
    - Not promise confidentiality; explain that you have to make sure that the pupil is safe and may need to ask other adults to help you to do this.
    - Not automatically offer any physical touch as comfort. It may be anything but comforting to a child who is being abused.
    - Not attempt any examination or remove a pupil's clothes to look further at an injury. Under no circumstances should photographs be taken of a pupil's injury. The pupil should only be examined by an appropriate doctor.
    - Avoid admonishing the child for not disclosing sooner. Saying things such as 'I do wish you had told me about it when it started' may be the staff member's way of being supportive but may be interpreted by the child to mean they have done something wrong.

- When the pupil has finished, make sure that she/he feels secure; explain what you are going to do next.
- Follow up by making arrangements with the pupil to speak to them later. They have chosen you as an adult they can trust.

- If a pupil talks to any member of staff about any risks to their safety or wellbeing the staff member will let the child know that they will have to pass the information on – staff are not allowed to keep secrets.
- The member of staff should write up their conversation as soon as possible on the Child Protection Record of Concern in the child's own words. Staff should make this a matter of priority. The record should be signed and dated, the member of staff's name should be printed and it should also detail where the disclosure was made and who else was present. The record should be handed to the DSL.

10.3 Notifying Parents

- The School will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.
- However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care.
- Where there are concerns about forced marriage or honour based violence parents should not be informed that a referral is being made as to do so may place the child at a significantly increased risk.

10.4 Making a referral

- Concerns about a child or a disclosure should be discussed with the DSL who will help decide whether a referral to children's social care, early help or other support is appropriate in accordance with Surrey Safeguarding Children's Board Levels of Need document6.
- If a referral is needed then the DSL should make it. However, anyone can make a referral and if for any reason a staff member thinks a referral is appropriate and one hasn't been made they can and should consider making a referral themselves.

6 http://www.surreyscb.org.uk/wp-content/uploads/2016/06/Levels-of-Need-.pdf

- The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.
- If after a referral the child's situation does not appear to be improving the DSL (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed, and most importantly the child's situation improves.
- If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Anybody can make a referral.
- Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

10.5 Supporting Staff

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

11 Children who are particularly vulnerable

- Bishopsgate School recognises that some children are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for some children.
- We understand that this increase in risk is due more to societal attitudes and assumptions or child protection procedures which fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.
- In some cases possible indicators of abuse such as a child's mood, behaviour or injury might be assumed to relate to the child's impairment or disability rather than giving a cause for concern. Or a focus may be on the child's disability, special educational needs or situation without consideration of the full picture. In other cases, such as bullying, the child may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it.
- Some children may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult or not being aware that what they are experiencing is abuse.
- To ensure that all of our pupils receive equal protection we will give special consideration to children who are;
  - Disabled or have special educational needs
  - Young carers
  - Adopted

- Affected by parental substance misuse, domestic abuse or parental mental health needs
- Asylum seekers
- Living away from home
- Vulnerable to being bullied or engaged in bullying
- Already viewed as a 'problem'
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of sexual exploitation
- Do not have English as a first language
- At risk of female genital mutilation
- At risk of forced marriage
- At risk of being drawn into extremism.

12 Anti-Bullying/Cyberbullying

- Our school policy on anti-bullying is set out in the Anti-Bullying Policy and the Anti-Cyber Bullying Policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents which is shared with and analysed by the governing body. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.
- If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the Headmaster and the DSL will consider implementing child protection procedures.
- The subject of bullying is addressed at regular intervals in PHSEE lessons.

13 Racist Incidents

- Bishopsgate School does not tolerate racism in any shape or form.
- Any suspected racist incident will be dealt with quickly in line with the school Anti-Bullying Policy.
- Repeated racist incidents or a single serious incident may lead to consideration under child protection procedures and will be recorded using a record of concern form.

14 Radicalisation and Extremism

- The Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.
- Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous.
- Bishopsgate School is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism7.
- Bishopsgate School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.
- School staff receive training to help identify early signs of radicalisation and extremism. Indicators of vulnerability to radicalisation are detailed in Appendix 6.
- Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014)8. Ref SOP007-PSHEE & Citizenship Policy
- The school governors, the Head Teacher and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessments may include, the use of school premises by external agencies, anti-bullying policy and other issues specific to the school's profile, community and philosophy. Ref SOP016 Prevent Duty Risk Assessment and Action Plan
- When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Surrey Police must be contacted by dialling 999. In non-urgent cases where police advice is sought

7 https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
8https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf

then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

15 Domestic Abuse

- Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.
- We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence.
- Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.
- Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse (See Appendix 5).

16 Child Sexual Exploitation (CSE)

- Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. More information and the indicators of CSE is set out in appendix 3. CSE can happen online and offline and all staff should be aware of the link between online safety and vulnerability to CSE.
- Any concerns that a child is being or is at risk of being sexually exploited should be passed without delay to the DSL. Bishopsgate School is aware there is a clear link between regular school absence/truanting and CSE. Staff should consider a child to be at potential CSE risk in the case of regular school absence/truanting and make reasonable enquiries with the child and parents to assess this risk.
- The DSL will use the Surrey Safeguarding Children's Board CSE Screening Tool9 on all occasions when there is a concern that a child is being or is at risk of being sexually

9 http://www.surreyscb.org.uk/wp-content/uploads/2016/06/SSCB-CSE-Screening-Tool-May-16.pdf

exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited.

- In all cases if the tool identified any level of concern (green, amber or red) the DSL should contact their local Referral, Intervention and Assessment team and email the completed CSE Screening Tool along with a Multi-Agency Referral Form (MARF). If a child is in immediate danger the police should be called on 999.
- Bishopsgate School is aware that a child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other type of abuse.
- Bishopsgate School includes the risks of sexual exploitation in the PHSEE curriculum. Pupils will be informed of the grooming process and how to protect themselves from people who may potentially be intent on causing harm. They will be supported in terms of recognising and assessing risk in relation to CSE, including online, and knowing how and where to get help.

17 Female Genital Mutilation (FGM)

- Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police10.
- The duty applies to all persons in Bishopsgate School who are employed or engaged to carry out 'teaching work' in the school, whether or not they have qualified teacher status. The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed.
- If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day.
- School staff are trained to be aware of risk indicators of FGM which are set out in Appendix 4. Concerns about FGM outside of the mandatory reporting duty should be reported as per Bishopsgate School's child protection procedures. Staff should be

10 https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

particularly alert to suspicions or concerns expressed by female pupils about going on a long holiday during the summer vacation period. There should also be consideration of potential risk to other girls in the family and practicing community.

- Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.
- There are no circumstances in which a teacher or other member of staff should examine a girl.

18 Forced Marriage

- A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.
- Forced marriage 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. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.
- A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.
- School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit (200 7008 0151).

19 Honour-based Violence

- Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.
- Honour based violence might be committed against people who;
  - become involved with a boyfriend or girlfriend from a different culture or religion;
  - want to get out of an arranged marriage;

- want to get out of a forced marriage;
- wear clothes or take part in activities that might not be considered traditional within a particular culture.

- It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

20 One Chance Rule

- All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. Staff recognise they may only have 'one chance' to speak to a pupil who is a potential victim and have just one chance to save a life.
- Bishopsgate School is aware that if the victim is not offered support following disclosure that the 'One Chance' opportunity may be lost. Therefore, all staff are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBV cases.

21 Private Fostering Arrangements

- A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or 18 if the child is disabled. Children looked after by the local authority or who are place in residential schools, children's homes or hospitals are not considered to be privately fostered.
- Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.
- Bishopsgate school recognise that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.
- By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this will the DSL and the DSL will notify Surrey Children's Social Care of the circumstances.

22 Looked After Children

- The most common reason for children becoming looked after is as a result of abuse and neglect. Bishopsgate school ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff (usually Heads of Year) have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.
- The designated teacher for a looked after child and the DSL would have details of the child's social worker and the name and contact details of the Surrey County Council's virtual school head for children in care.
- The designated teacher for looked after children works with the virtual school head to discuss how Pupil Premium Plus funding can be best used to support the progress of looked after children in the school and meet the needs in the child's personal education plan. This is not always possible or relevant at Bishopsgate.

23 Children Missing Education

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.
- The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities11.
- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

24 Online Safety

- Our pupils increasingly use electronic equipment on a daily basis (Chromebooks, iPads, Laptops etc.) to access the internet and share content and images via social media sites such as Facebook, Twitter, Instagram, Snapchat and Oovoo.

11 https://www.gov.uk/government/publications/children-missing-education

- Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders
- Bishopsgate School has an Acceptable Use of ICT policy that which explains how we try to keep pupils and staff safe in school and how we respond to online safety incidents (See flowchart, Appendix 7).
- Pupils are taught about online safety throughout the curriculum and all staff receive online safety training which is regularly updated. The school online safety co-ordinator is the Head of ICT.

25 Photographs and Video

- Personal mobile phones and cameras are not permitted for use to take pictures or video unless prior permission is attained from SMT.
- Personal mobile phones and cameras are not permitted for use in the EYFS setting.
- All photographs and videos should be taken using a school device, downloaded onto the school's Magazine Drive only, and then deleted from the device within 24 hours.
- For a more detailed explanation of our policy on photographs and video, please see the Acceptable Use of ICT Policy.

26 Peer on Peer Abuse

- In most instances, the conduct of pupils towards each other will be covered by our Behaviour Policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns. Bishopsgate School recognise that children are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'. The forms of peer on peer abuse are outlined below.
    - Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality.
    - Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18.
    - Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative'

parameters and harmful to themselves and others (For more information, please see Appendix 2).
    - Serious Youth Violence – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19' i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences.
- The term peer-on-peer abuse can refer to all of these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences.
- There are also different gender issues that can be prevalent when dealing with peer on peer abuse (i.e. girls being sexually touched/assaulted or boys being subjected to initiation/hazing type violence).
- Bishopsgate School aims to reduce the likelihood of peer on peer abuse through;
    - the established ethos of respect, friendship, courtesy and kindness;
    - high expectations of behaviour;
    - clear consequences for unacceptable behaviour;
    - providing a developmentally appropriate PSHEE curriculum which develops pupils' understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe;
    - systems for any pupil to raise concerns with staff, knowing that they will be listened to, valued and believed;
    - robust risk assessments and providing targeted work for pupils identified as being a potential risk to other pupils and those identified as being at risk.
- Research indicates that young people rarely disclose peer on peer abuse and that if they do, it is likely to be to their friends. Therefore, Bishopsgate School will also educate pupils in how to support their friends if they are concerned about them, that they should talk to a trusted adult in the school and what services they can contact for further advice.
- Any concerns, disclosures or allegations of peer on peer abuse in any form should be referred to the DSL using Bishopsgate School's child protection safeguarding procedures as set out in this policy. Where a concern regarding peer on peer abuse has been disclosed to the DSL(s), advice and guidance will be sought from Children Social Care and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.
- Working with external agencies the school will respond to the unacceptable behaviour. If a pupil's behaviour negatively impacts on the safety and welfare of other pupils, then safeguards will be put in place to promote the well-being of the pupils affected and the victim and perpetrator will be provided with support.

27 Youth produced sexual imagery (sexting) [12]

- The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.

- Youth produced sexual imagery refers to both images and videos where;
  - A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
  - A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
  - A person under the age if 18 is in possession of sexual imagery created by another person under the age of 18.

- All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'13.
- Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.
- If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.
- The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process if there is concern a young person has been harmed or is at risk of harm a referral should be made to Children's Social Care or the Police as appropriate.
- Immediate referral at the initial review stage should be made to Children's Social Care/Police if;

12 Youth refers to anyone under the age of 18.
13https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS__4_.pdf

- The incident involves an adult;
- There is good 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 education needs);
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- The imagery involves sexual acts;
- The imagery involves anyone aged 12 or under;
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

- If none of the above apply then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Headmaster, to respond to the incident without escalation to Children's Social Care or the police.

- In applying judgement the DSL will consider if;

  - there is a significant age difference between the sender/receiver;
  - there is any coercion or encouragement beyond the sender/receiver;
  - the imagery was shared and received with the knowledge of the child in the imagery;
  - the child is more vulnerable than usual i.e. at risk;
  - there is a significant impact on the children involved;
  - the image is of a severe or extreme nature;
  - the child involved understands consent;
  - the situation is isolated or if the image been more widely distributed;
  - there other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
  - the children have been involved in incidents relating to youth produced imagery before.

- If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or children's social care. Otherwise, the situation will be managed within the school.

- The DSL will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures.

28 Allegations against staff

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour policy.

- Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction[14]

- We understand that a pupil may make an allegation against a member of staff or staff may have concerns about another staff member.

- If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headmaster[15].

- The Headmaster on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)[16] at the earliest opportunity and before taking any further action.

- If the allegation made to a member of staff concerns the Headmaster, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO as above, without notifying the Headmaster first.

14 Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website, also the SCC E-safety toolkit
15 or Chair of Governors in the event of an allegation against the Headteacher
16 Duty LADO 0300 200 1006

- The school will follow the Surrey procedures for managing allegations against staff and procedures set out in Keeping Children Safe in Education.

- Suspension of the member of staff, excluding the Headmaster, against whom an allegation has been made, needs careful consideration, and the Headmaster will seek the advice of the LADO in making this decision.

- In the event of an allegation against the Headmaster, the decision to suspend will be made by the Chair of Governors with advice as in 23.9 above.

- Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

29 Whistleblowing

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Area Education Officer/LADO following the Whistleblowing Policy.[17]

- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

- Whistleblowing re the Headmaster should be made to the Chair of the Governing Body whose contact details are readily available to staff.

17 General guidance on whistleblowing can be found in the Whistleblowing for Employees guidance.

30 Physical Intervention

- We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Ref SOP005- Physical Restraint Policy
- Such events should be recorded and signed by a witness.
- Staff who are likely to need to use physical intervention will be appropriately trained in the Positive Options technique.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- We recognise that touch is appropriate in the context or working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries. 18

This policy also links to our policies on:

Behaviour

Staff Behaviour Policy (Code of Conduct)

Whistleblowing

Anti-Bullying

Health & Safety

Curriculum

PSHEE

Teaching and Learning

First Aid and Medical Policy

Physical Restraint

Acceptable Use of ICT

Risk Assessment

Safer Recruitment

Visiting Speaker Policy

Intimate Care

Prevent Duty

18 'Guidance on Safer Working Practices is available on the DfE website

31 Appendix 1 - Recognising signs of child abuse

Categories and Definitions of Abuse:

- Physical Abuse
    - Physical abuse is defined as deliberately hurting a child, causing injuries such as bruises, broken bones, burns or cuts.
- Emotional Abuse (including Domestic Abuse)
    - Emotional abuse, which is sometimes called psychological abuse, is defined as the suffering of emotional maltreatment or neglect.
- Sexual Abuse (including child sexual exploitation)
    - Sexual abuse is defined as when an individual is forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.
- Neglect
    - Neglect is defined as the ongoing failure to meet a child's basic needs.

NB: The above definitions are taken from the CSPCC website

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm

- Justifies the need for careful assessment and discussion with designated / named / lead person, manager, (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and / or referral to Children's Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment

- Repeated presentation of minor injuries (which may represent a “cry for help” and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Bruising

Children can have accidental bruising, but the following must be considered as non accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self esteem and lack of confidence
- Withdrawn or seen as a "loner" – difficulty relating to others

Recognising Signs of Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and irresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

32 Appendix 2 - Sexual Abuse by Young People

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, in appropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is "acting out" which may derive from other sexual situations to which the child or young person has been exposed. If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity included any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base. In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

- **Equality** – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies
- **Consent** – agreement including all the following:
    - Understanding that is proposed based on age, maturity, development level, functioning and experience

- Knowledge of society's standards for what is being proposed
- Awareness of potential consequences and alternatives
- Assumption that agreements or disagreements will be respected equally
- Voluntary decision
- Mental competence

❖ **Coercion –** the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating sexual behaviour of children and young people, the above information should be used only as a guide. Further information and advice is available in the Surrey multi-agency protocol "Working with Sexually Active Young People" available at www.surreycc.gov.uk/safeguarding, by choosing Safeguarding Children – Protocols and Guidance for Professionals. Assessment, Consultation and Therapy (ACT) 01306 745310 can also assist professionals in identifying sexual behaviour of concern in children and adolescents.

33 Appendix 3 - Child Sexual Exploitation

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- going missing from home or school
- regular school absence/truanting
- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- online safety concerns such as youth produced sexual imagery or being coerced into sharing explicit images.
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations

- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

34 Appendix 4 - Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy – partial/total removal of clitoris

Type 2 Excision – partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out?

Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that the school takes action **without delay** and makes a referral to Children's Services.

35 Appendix 5 - Domestic Abuse

How does it affect children?

Children can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term this can lead to mental health issues such as depression, self harm and anxiety.

What are the signs to look out for?

Children affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns about a child, think about whether domestic abuse may be a factor.

What should I do if I suspect a family is affected by domestic abuse?

To talk through your concerns call the Surrey Domestic Abuse Helpline on 01483 776822 or talk to your local outreach service:

Your Sanctuary Outreach Service Covering Woking, **Runnymede** and Surrey Heath - 01483 776822

Other areas of Surrey include:

East Surrey Domestic Abuse Services - Covering Reigate & Banstead, Mole Valley and Tandridge - 01737 771350

North Surrey Outreach Service - Covering Epsom & Ewell, Elmbridge and Spelthorne - 01932 260690

South West Surrey Outreach Service - Covering Guildford and Waverley - 01483 577392

36 Appendix 6 - Indicators of Vulnerability to Radicalisation

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

2. Extremism is defined by the Government in the Prevent Strategy as:
   Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3. Extremism is defined by the Crown Prosecution Service as:
   The demonstration of unacceptable behaviour by using any means or medium to express views which:
   - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
   - Seek to provoke others to terrorist acts;
   - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
   - Foster hatred which might lead to inter-community violence in the UK.

4. There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

6. Indicators of vulnerability include:
   - Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
   - Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;

- Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

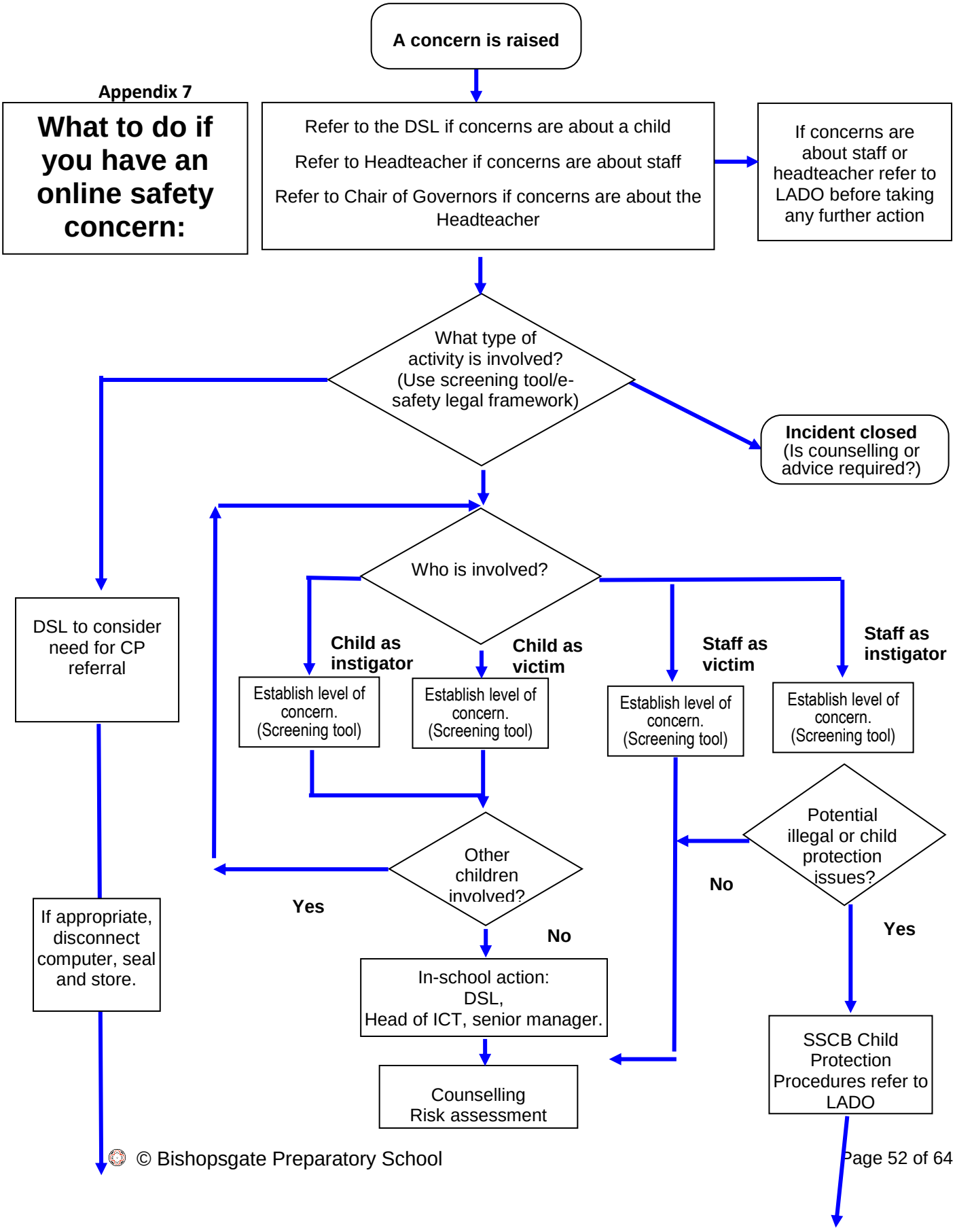
7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

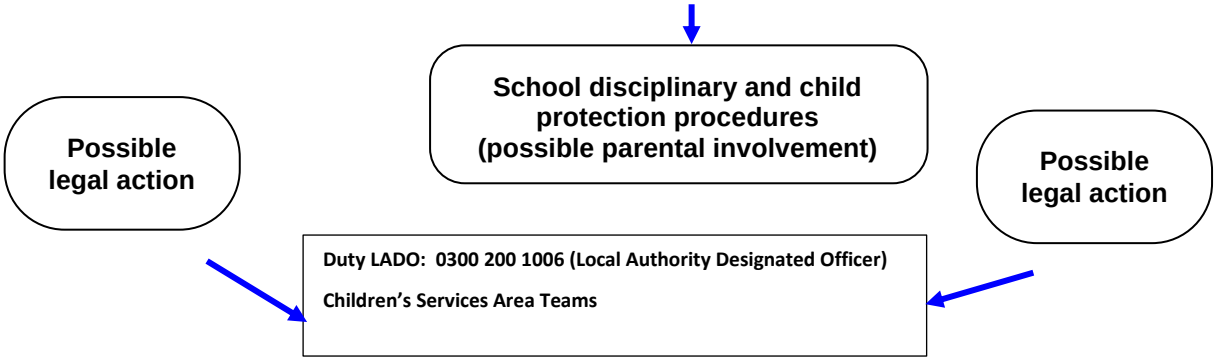
8. More critical risk factors could include:
   - Being in contact with extremist recruiters;
   - Accessing violent extremist websites, especially those with a social networking element;
   - Possessing or accessing violent extremist literature;
   - Using extremist narratives and a global ideology to explain personal disadvantage;
   - Justifying the use of violence to solve societal issues;
   - Joining or seeking to join extremist organisations; and
   - Significant changes to appearance and / or behaviour;
   - Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

The Department of Education guidance The Prevent Duty can be accessed via this link.

Appendix 7

What to do if you have an online safety concern:




School disciplinary and child protection procedures (possible parental involvement)
Possible legal action
Possible legal action
Duty LADO: 0300 200 1006 (Local Authority Designated Officer)
Children's Services Area Teams

37 Appendix 8 - Further advice on child protection is available from:

NSPCC: http://www.nspcc.org.uk/

Childline: http://www.childline.org.uk/pages/home.aspx

CEOPSThinkuknow: https://www.thinkuknow.co.uk/

Anti-Bullying Alliance: http://anti-bullyingalliance.org.uk/

Beat Bullying: http://www.beatbullying.org/

Childnet International –making the internet a great and safe place for children. Includes resources for professionals and parents http://www.childnet.com/

Thinkuknow (includes resources for professionals and parents)
https://www.thinkuknow.co.uk/

Safer Internet Centre http://www.saferinternet.org.uk/

38 Appendix 9 - Child Protection Record of Concern

Pupil's Details: Name Tutor Group	Does the pupil know this form has been completed? Yes ☐ No ☐

Why are you concerned about this pupil?

(Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must **not** ask the pupil leading questions or try to investigate the concern yourself.)

What have you observed and when? (This relates to anything you have personally witnessed)

What have you been told and when? **(Write here anything you have been told by the pupil or another person. Be clear about who has said what)**
What have you heard and when? **(This may be third-party information that is relevant but as yet unsubstantiated)**

Do the pupil's parents know this form has been completed? **(Parents should not be contacted by anyone in the School if this could place the pupil at risk)** Yes ☐ No ☐	
Does the pupil have any visible injury or have they told you they have been injured? Yes ☐ No ☐ If Yes, has medical advice been sought?	
Date and time of this record:	**Signature:** **Full name:**
Name and position of the person this record was handed to: **Date and time the above person received this record:**	

This form must be returned to the DSL, with any notes attached. If you have concerns about filling the form in then ask for guidance from the DSL. You should not seek guidance from other staff.

39 Appendix 10 – Training Pathway

Bishopsgate School has a duty to safeguard and promote the welfare of pupils under the Education Act 2011. It is our duty to create and maintain a safe learning environment for children and staff, identify where there are child welfare concerns and take action to address them and to work closely with other organisations, where appropriate. The Designated Safeguarding Lead is responsible for the continuous child protection and safeguarding training of staff at Bishopsgate.

39.1 Designated Safeguarding Lead

The designated senior person for child protection, known in Surrey as the Designated Safeguarding Lead (DSL), should undertake basic child protection training in inter-agency work that is provided by, or to standards agreed by, the SSCB. The recommended training pathway is as follows:

1. Induction - Whole School Basic Awareness child protection training.
2. Completion of Foundation Modules 1, 2 and 3
3. DCPO – New to Role initial training.
4. DCPO refresher training every 2 years.
5. Continuous Professional Development.

(Course certificates will be issued for the DSL training)

This training can be accessed via the SSCB website: www.surreycc.gov.uk

The SSCB also provides a range of other relevant training such as *Safeguarding Disabled Children or Adults who Pose a Risk to Children,* which can be accessed when required as part of Continued Professional Development. These courses can be accessed via the same website.

DCPO training is provided by Babcock 4S and can be booked on their website:

https://www.babcock-education.co.uk/

39.2 Whole School Training

The Headmaster and all other staff who work with children (including ancillary staff) are required to receive Safeguarding Training as part of their induction and to receive refresher training every three years as a minimum, with regular updates given as required. Temporary staff and volunteers who work with children should be made aware of the school's arrangements for child protection and their responsibilities. It is the responsibility of the DSL to ensure that school staff are up to date with their training.

Bishopsgate School uses a number of options when it comes to providing basic safeguarding training for staff. The DSL regularly delivers updates and disseminates information. The school also involves outside agencies, including the Surrey CC Workforce Development Team and Surrey Safeguarding Children Board, to deliver a safeguarding programme.

Online safety is a major priority at Bishopsgate and is driven by all staff, not just the Head of ICT. All staff are required to sign a document that states they have read and understood the schools policies regarding online safety. In addition, the school will include online safety refresher training in its staff workshop schedule and in general Inset training.

39.3 Whole School Training Delivered by the DSL

The DSL provides whole school training himself. As a resource, the Workforce Development Team has developed a training package to assist in this delivery.

39.4 Governing Bodies

The Governing Body is accountable for the school's safeguarding policies, processes and practice. Robust monitoring arrangements, including the use of the annual audit, are in place to ensure safeguarding at the school meets requirements and provides proper protection for children. All Bishopsgate Governors are aware of the Governing Body's statutory responsibilities and the expectations of them as responsible adults in a school environment. In addition, the Governing Body ensures that at least one governor has received approved Safer Recruitment Training (which must be undertaken every 5 years) and that there is a nominated Governor (and a deputy) who will act if a child protection allegation is made against the Head Teacher.

The nominated Governors attend the SCC Safer Recruitment course for Governors. Successful completion of the training is evidenced by a certificate which is valid for five years, after which the training must be undertaken again, or, if that is not possible, the Governor will complete the e-learning course; "Dealing with Child Protection Allegations".

All Governors, particularly those in the key roles mentioned above, have access to the DSL and are updated on Bishopsgate's safeguarding processes as and when required. All Governors are invited to attend any whole school training provided, as well as Governor specific training sessions.

39.5 Independent Schools

In addition to 'Working Together to Safeguarding Children' Induction Training, the DSL undertakes training in inter-agency working that is provided by, or to standards set by the SSCB, and undertakes refresher training at two yearly intervals to keep their knowledge up to date.

The SSCB also provides a range of other relevant training such as Inter-Agency Safeguarding for Managers *or* The Impact of Domestic Violence and Abuse on Children and Young people which can be accessed, when required, as part of Continued Professional Development.

The Head Teacher, and all other staff who work with children, undertake training that equips them with the knowledge and skills necessary to carry out their responsibilities for child protection and is kept up to date by refresher training at three yearly intervals. Temporary staff and volunteers who work with children are made aware of the schools arrangements for child protection and their responsibilities.

Training is accessed via the Surrey Safeguarding Children Board

39.6 Useful Contacts:

SSCB Training:	01372 833917	sscb.training@surreycc.gov.uk
SSCB Support Team	01372 833330	sscb@surreycc.gov.uk
Surrey CC Prevent lead for education	01483 518158	

40 Appendix 11 - DSL Job Description

40.1 Introduction

The role of the Designated Safeguarding Lead for Child Protection at Bishopsgate is to:

- Refer cases of suspected abuse to the Surrey Children's Services as required;
- Support staff who make referrals to Surrey Children's Services;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

40.2 Role and Responsibility of the DSL

- The DSL and is a member of the Senior Management Team
- The deputy DSL is the Deputy Head (Teaching & Learning)
- The DSL has responsibility for keeping the Head Teacher informed on all Child Protection issues including the welfare of pupils and especially those who are subject to a Child Protection Plan [Section 47 of the Children Act 1989] and police investigation.
- The DSL has responsibility to report termly to the Health and Safety Committee on all matters of Child Protection and to meet with the governor responsible for Child Protection on a weekly basis where possible.
- The DSL is responsible for managing and publishing the Pastoral and Academic Tracking System (PATS) report weekly and for co-chairing the weekly PATS meeting.
- 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.

40.3 Managing Referrals

The DSL will refer all cases of suspected abuse to the Local Authority Children's Social Care and:

- The Local Authority Designated Officer [LADO] for Child Protection concerns involving a member of staff

- The Disclosure & Barring Service [DBS] where a member of staff is dismissed or has left the school due to risk/harm to a child; and/or

- The Police in cases where a crime may have been committed.

- Liaise with the Head Teacher to inform him of issues, especially on-going enquiries under Section 47 of the Children Act 1989 and police investigations.

40.4 Training

- The DSL and their Deputies will undergo appropriate training at least every 2 years.

- The DSL will undertake Prevent awareness training

In addition to the formal training set out above, their knowledge and skills will be refreshed (via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Ensure that all members of staff including part time staff receive training at least every 3 years. All new members of staff will receive training as part of the Staff Training Day programme on their first day at the school. A record will be kept indicating the date of the most recent training;

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;

- Have a working knowledge of how Surrey CC conducts a Child Protection case conference and a Child Protection review conference. The DSL will ensure that he is available to attend and contribute to these meetings when required to do so. The DSL will also prepare a written report on a child as part of this process when required to do so;

- Ensure that every member of staff including part time staff has access to the School's Child Protection Safeguarding Policy and any relevant training documentation;

- Be alert to the specific needs of 'Children in Need' as well as those with special education needs and young carers;

- Are able to keep detailed, accurate and secure written records of all concerns and referrals.

- Understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;

- Obtain access to resources and attend any relevant or refresher training courses;

- Encourage a culture of listening to children and take into account their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

The Designated Safeguarding Lead should Raise awareness by:

- Ensuring the school's child protection policies are known, understood and used appropriately;
- Ensuring the school's child protection safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this;
- Ensuring the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
- Linking with SSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding;

Where children leave the school the DSL will ensure their child protection file is transferred to the new school as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt will be obtained.

During term time the Designated Safeguarding Lead(or deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. In

exceptional circumstances, availability via phone or Skype or other such media may be acceptable.

The Designated Safeguarding Lead should arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.