



LYNDHURST HOUSE SCHOOL

SAFEGUARDING AND CHILD PROTECTION POLICY (including EYFS pupils)

Updated by Mr Andrew Reid Headmaster July 2021
Governance Review by Mr Michael Loveridge July 2021
Updated with regard to the new KCSIE and in line with London Borough of Camden
To be implemented in line with new KCSIE in September 2021
Next review by Governance June 2022

This policy is available in the Policies folder of the School Staff Network and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to office@lyndhursthouse.co.uk

Safeguarding and Child Protection Policy and Procedures	1
Safeguarding and Child Protection Policy	3
1. Key Personnel and Contact Details for Safeguarding at the School	3
2. Key External Agencies, Services and Professionals' Contact Details	4
Lyndhurst House School Safeguarding Reporting Summary	5
3. Introduction	7
4. Policy Statement, Principles and Aims	8
5. Roles and responsibilities in Managing Safeguarding & Child Protection	9
6. Good Practice Guidelines	11
7. Safer Recruitment	12
8. Training	12
9. 'Early Help'	13
10. Recognising harm, significant harm and abuse	14
11. Abuse of trust and inappropriate relationships	15
12. Specific safeguarding issues	16
13. Children who may be particularly vulnerable	20
14. E-Safety	21
15. The sharing of youth produced sexual imagery (sexting)	23
16. Health & Safety, Extended School Activities and Educational Visits	24
17. Photography and images	24
18. Secure premises	25
19. Pastoral and Safeguarding Education	25
20. Monitoring and review	25

Child Protection Procedures	26
1. What to do if you suspect a child is at risk of significant harm	26
2. If a child discloses information to you	26
3. Taking action: advice for staff	27
4. Reporting directly to child protection agencies	28
5. Notifying Parents	28
6. Action by the DSL – referral to CSCP	29
7. Peer on Peer Abuse, including Bullying and Sexual Violence and Sexual Harassment	30
8. Mental Health	30
9. Children with harmful behaviour	31
10. Complaints about staff and poor or unsafe practice	31
11. Low Level Concerns	32
12. Confidentiality and sharing information	33
13. Related safeguarding portfolio policies and procedures	33
Appendix 1 Types and signs of abuse	35
Appendix 2 Procedure to be followed in the event of an allegation against a member of staff or volunteer of abuse	39
Appendix 3 Confirmation of receipt of Safeguarding Policies and Training in the Staff Code of Conduct, the School’s Whistleblowing Procedures, DSL details, Part one of KCSIE and What to do if you’re worried a child is being abused	45
Appendix 4 School Welfare Concern Note	47
Appendix 5 Child Protection record of concern information form	48
Appendix 6 DSL and Deputy DSL Responsibilities	49
Appendix 7 Responsibilities of the Governing Body in the management of safeguarding	51
Appendix 8 Head’s responsibilities in the management of safeguarding	54
Appendix 9 Early Help provided at LHS	55
Appendix 10 COVID-19 Safeguarding guidance	55

Safeguarding and Child Protection Policy

1. Key Personnel and Contact Details for Safeguarding at the School

Key contacts

Designated safeguarding lead:**Headmaster**

Name: Mr Andrew Reid

Contact details: 02074354936

headmaster@lyndhursthouse.co.uk

Deputy designated safeguarding lead:**Deputy Head Pastoral**

Name: Ms Bernie Conway

Contact details: 02074354936

bconway@lyndhursthouse.co.uk

Nominated for governance

Name: Mrs Stephanie Piper

Contact details: 02074351916

For and on behalf of governance

Name: Mr Michael Loveridge

Contact details: 02074351916

2. Key External Agencies, Services and Professionals' Contact Details

Camden Safeguarding Children's Partnership

Tel: 020 79743317

Child protection lead officer and Local Authority Designated Officer (LADO):

Name: LADO and QA support officer: Sophie Kershaw

Contact details: 020 7974 4556

Safeguarding lead officers:

Name: Michelle O'Regan (Head of Service – Children in Need)

Tel: 020 7974 1905

Name: Tracey Murphy (Service manager) Tel: 020 7974 4103

Name: Patricia Williams (Service manager) Tel: 020 7974 1558

Children's Contact Service/MASH team:

Manager: Jade Green/David Jaggs

Tel: 020 7974 1553/3317

Fax: 020 7974 3310

Online safety contact officer:

Name: Jenni Spencer

Tel: 020 7974 2866

Prevent Education Officer

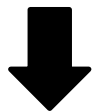
Name: Jane Murphy

Tel: 020 7974 1008

Lyndhurst House Preparatory School Safeguarding Reporting Summary

Concerned about the behaviour of the headmaster?

If you suspect a **child** is
at risk of harm

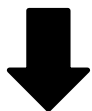


Andrew Reid
Headmaster
Designated Safeguarding Lead (DSL)
02074354036
headmaster@lyndhursthouse.co.uk

DSL Unavailable?



Bernie Conway
Deputy Head Pastoral
Deputy DSL
02074354936
bconway@lyndhursthouse.co.uk



**London Borough of Camden's
Children's Social Care**

020 7974 6666

Concerned about the behaviour of a
member of **LHS staff**?



Andrew Reid
Headmaster
Designated Safeguarding Lead (DSL)
02074354036
headmaster@lyndhursthouse.co.uk



Mr M W Loveridge

02074351916



**Local Authority Designated Officer
(LADO):**
Name: Sophie Kershaw
Contact details: 020 7974 4556

Concerned about the behaviour of the **headmaster**?



Without informing the headmaster

Mr M W Loveridge (Proprietor)

02074351916

Concerned about the behaviour of Mr Loveridge?



Without informing the Head or Mr Loveridge

Local Authority Designated Officer (LADO):

Name: Sophie Kershaw

Contact details: 020 7974 4556

3. Introduction

Section 87(1) of the Children Act 1989, Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2014 (as amended) require the proprietors of the School (the Governing Body) to have arrangements - which must have regard to the National Minimum Standards for Boarding Schools (where these apply) and any guidance issued by the Secretary of State - to safeguard and promote the welfare of pupils (including boarders) at the school.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002; the Education (Independent School Standards) (England) Regulations 2014 and the National Minimum Standards for Boarding Schools (March 2015); and in line with government publications: Working Together to Safeguard Children (July 2018), Keeping Children Safe in Education (September 2021 – effective from 1st September 2021) (KCSIE), Sexual violence and sexual harassment between children in schools and colleges (September 2021), Children Missing Education (September 2016) and the Camden Safeguarding Children Partnership Procedures and the Pan London Child Protection Procedures (2017). It is also informed by: What to do if you are worried a child is being abused – advice for practitioners (March 2015.), Prevent Duty Guidance for England and Wales (March 2015) and Safeguarding Children and Young People (Charity Commission policy paper July 2014).

The School and its staff form part of the wider safeguarding system for children. This system is described in Working Together to Safeguard Children (July 2018). The School works with social care, the police, health services and other services, as and where appropriate, in accordance with our statutory responsibility, to promote the welfare of children and protect them from harm.

This policy applies to all sections of Lyndhurst House School including Early Years, hereafter referred to as the ‘School’.

The School has a Designated Safeguarding Lead (DSL) for the whole school and a Deputy DSL. Names and contact details are included in the table at the beginning of this document. Their responsibilities are outlined in full in Appendix 6.

Safeguarding and promoting the welfare of children is defined for statutory purposes 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.

It is the responsibility of the School to safeguard and promote the welfare of children. Representatives of the whole-school community of pupils, parents, staff and governors will be involved in policy development and review. The school aims to involve all staff in shaping the school's safeguarding arrangements.

The Safeguarding and Child Protection Policy will be reviewed annually by Governance, unless an incident or new legislation or guidance suggests the need for an earlier date of review. This policy (which includes all sections and all of the appendices in this document) is one of a series in the School’s integrated safeguarding portfolio. This policy has been authorised by Governance and is

addressed to all members of staff (including all teaching and non-teaching staff, temporary part-time workers, support staff, contractors, and volunteers (hereafter ‘staff’)), is available to parents on request and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.

4. Policy Statement, Principles and Aims

4.1 Policy Statement

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation.

4.2 Principles

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to create an open environment where staff and pupils feel able to raise concerns, where concerns will be listened to and where support services and other agencies are readily involved:

- The School will ensure that the welfare of children is given paramount consideration when developing and delivering all school activities;
- All children, regardless of age, gender, ability, culture, ethnicity, race, language, religion, beliefs, caste or disability or sexual identity, have equal rights to protection: to feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they have any concerns and no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs;
- All staff, including the Headmaster are responsible for safeguarding the welfare of children as part of their professional duties;
- All staff have an equal responsibility to act, in accordance with this policy and procedures and KCSIE, on any suspicion, concern or disclosure that may suggest a child is in need of support services or is at risk of harm; the full version of KCSIE is available to all staff via the Staff Handbook;
- A child’s wishes or feelings will be taken into account when determining what action to take and what services to provide to protect them; children will be given the opportunity to express their views and give feedback wherever possible.
- The School is committed to operating safer recruitment procedures in compliance with relevant legislation and guidance and in accordance with the School’s Safer Recruitment policy;
- All pupils and staff involved in child protection issues will receive appropriate support from the senior management of the school who will follow this policy guidance and statutory guidance in doing so.
- The School will work with other agencies wherever such work is needed to ensure adequate arrangements to identify, assess and support those children who are suffering significant harm or who may suffer significant harm without appropriate intervention. The School will work with Camden Children's Social Care Services (CSCP), the police, the LADO, health and other

services to promote the welfare of children and to protect them from harm.

- Where requested to do so, the School will allow access for CSCP from the Local Authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment. In addition, the School will comply with any request to supply information to the CSCP that it requires in order for it to perform its functions.

4.3 Aims

- To provide all staff, including the DSL, volunteers and Governors with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children;
- To ensure consistent good practice across the school;
- To demonstrate the School's commitment with regard to safeguarding children;
- To prevent harm by (a) providing excellent pastoral care; (b) ensuring that appropriate staff are properly recruited and trained; (c) teaching pupils, via PSHE and a varied curriculum to identify, reduce and manage risks. This includes educating pupils about the safe use of electronic equipment and access to the internet; and (d) promoting an ethos where pupils feel secure and able to talk.
- To raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases, or supposed cases, of abuse including radicalisation, child sexual exploitation and online grooming and abuse.
- To emphasise the need for good levels of communication between all members of staff.

5. Roles and responsibilities in Managing Safeguarding & Child Protection

5.1 All Staff

All staff have a statutory responsibility to:

- Have read and understood at least part one and Annex A of KCSIE and Government advice: What to do if you're worried a child is being abused (March 2015).
- Provide a safe environment in which children can learn;
- Have read and be familiar with this policy, the School's Staff Code of Conduct and whistleblowing procedures and be aware of systems, policies and procedures within the School which support safeguarding, including the School's Behaviour, Rewards and Sanctions Policies and Procedures and the School's Missing Pupil Procedures;
- Be aware of the signs of abuse and neglect so that they are able to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm and in such circumstances to take appropriate action, working with other services as needed;
- Work with the DSL and, if required, to support social workers to take decisions about individual children.
- Receive regular safeguarding refresher training, at appropriate levels, as and when required, at least annually, to keep up with any relevant safeguarding and child protection developments. The training will be in accordance with Camden Safeguarding Children Partnership guidance and will include local inter-agency working principles.
- Make a direct referral to CSCP immediately (and within one working day) if, at any point, there is a risk of immediate serious harm.
- To keep the school informed on an on-going basis of any information that might have implications for the safeguarding of the children in the school, for example where their relationships and associations both within and outside the workplace (including online) may

have implications for the safeguarding of children in School.

5.2 Designated Safeguarding Lead (and Deputy DSL)

- The DSLs have ultimate lead responsibility for all child protection matters in the school. Their responsibilities include acting as a source of support and expertise for staff on matters of safety and safeguarding; ensuring that the school's relevant policies are known and used appropriately; raising awareness and discussion of safeguarding issues and concerns amongst staff and pupils; co-ordinating safeguarding planning and action within the school; overseeing and raising awareness of online safety; and liaising with other agencies. They would refer any cases of suspected abuse to the relevant children's social care services and other appropriate bodies. The Headmaster is the lead safeguarding practitioner and takes overall executive responsibility for leadership and management of whole-school safeguarding policy and procedures.
- These senior members of staff have the necessary status and authority to take responsibility for safeguarding matters including committing resources and, where appropriate, supporting and directing other staff. For a detailed breakdown please see the DSL's job description at Appendix 6.

Early Years Foundation Stage

a) The Designated Person for dealing with child protection issues in the Foundation Stage will be the DSL. As he does not specifically work with EYFS children, in certain circumstances he may delegate elements of the responsibility to the Head of Pre-Prep, Mrs Lisa Mays, who may be better known to the child concerned. The Headmaster, or in his absence the Deputy DSL, will always be present at any parental or interagency meetings.

If EYFS staff have any concerns about children's safety or welfare, they should notify the headmaster immediately who will notify agencies with statutory responsibilities without delay.

(ii) The Headmaster will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after EYFS children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations;

(iii) The Headmaster will inform Ofsted of the above, as soon as is reasonably practicable, but at the latest within 14 days.

b) The school has a strict policy on the use of pictures of children taken with cameras, mobile phones or other imaging devices:

Unless items have permission from the Head or Head of Pre-Prep, no member of staff may:

- Take photographs of any child other than with the School's cameras.
- Remove images of any child from the premises.

c) In addition to the training outlined below all EYFS staff will receive training in order to understand the school safeguarding policy and procedures, and to ensure that all staff have up-to-date knowledge of safeguarding issues. Training will enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or

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

5.3 Governance (GB)

It is the overall responsibility of Governance to ensure compliance with child protection statutory requirements. Governance takes seriously its responsibility to uphold the aims of the charity and its duty of care in promoting the welfare of children, ensuring their security and protecting them from harm. The reporting of Safeguarding practice at the School enables Governance to ensure compliance with current legislation and to identify areas for improvement. Governance recognises that close liaison with the local authorities is also vital in order that appropriate support and training can be given.

The role and responsibilities of Governance in the management of safeguarding are as detailed in Part 2 of KCSIE and summarised in Appendix 7 of this document.

6. Good Practice Guidelines

- All staff must behave responsibly and professionally in all dealings with children and specifically with pupils for whom they have a duty of care. All staff must follow the procedures set out in our separate policy entitled Staff Code of Conduct, which includes guidance on one-to-one teaching, staff/pupil relationships and communication via social media.
- Staff should always avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.
- To meet and maintain our responsibilities towards children, all members of the School community (Governance; staff as defined in 3 above; pupils and parents) are expected to adhere to the following standards of good practice:
- Reading and understanding all of the School's safeguarding and guidance documents on wider safeguarding issues in addition to this policy, including: the Staff Code of Conduct, Anti-Bullying, Attendance Policy, Behaviour, Rewards and Sanctions Policies and Procedures, e-Safety Policy, First Aid, Missing Pupil Procedure, Data Protection policies, SEN Policy, Whistleblowing Code, Social Media Policy and ICT & Technology Policy;
- Treating all children with respect;
- Setting a good example by conducting ourselves appropriately;
- Involving children in decision-making which affects them including regular communication with children and ensure that children are and feel listened to (e.g. through safety questionnaires, participation in anti-bullying week, etc);
- Encouraging positive and safe behaviour among children;
- Being alert to changes in children's behaviour - maintain an attitude of 'it could happen here' where safeguarding is concerned;
- Recognising that challenging behaviour may be an indicator of abuse;
- Being alert to the fact that mental health problems can, in some cases, be an indicator that a boy has suffered or is at risk of suffering abuse, neglect or exploitation
- Asking the child's permission before doing anything for them which is of a physical nature (except where there is an urgent need to take action to protect them or to prevent them from

harming others), such as assisting with dressing, physical support during PE or administering first aid;

- Maintaining appropriate standards of conversation and interaction with and between children and avoiding and discouraging the use of inappropriate sexualised or derogatory language;
- Ensuring that all children are encouraged to talk to adults in School about any concerns, no matter how small they are and ensure that children feel comfortable doing so; and
- Being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and/or abuse.
- Understand that assessments of children should consider whether wider environmental or contextual factors are present in a child's life that are a threat to their safety and/or welfare (Contextual Safeguarding).

7. Safer Recruitment

The School is committed to safer recruitment, ultimate responsibility for which lies with the Governance. The Headmaster is responsible for implementing these procedures in practice. The School makes appropriate checks on all staff, including through the Disclosure and Barring Services (DBS) and obtaining and following up through references. See the School's Safer Recruitment policy for further details which complies with part 3 of KCSIE (September 2021), the Safeguarding Vulnerable Group Act (2006) and other relevant safeguarding recruitment guidance to ensure that no one is employed within, by or on behalf of the School who is unsuitable to work with children.

8. Training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.

New staff will receive online training on appointment as part of their induction provided by NSPCC which is in addition to training provided by the DSL and which includes:

- this policy;
- the Staff Code of Conduct (including the ICT acceptable use policy);
- the Behaviour, Rewards and Sanctions Policies and Procedures
- the Missing Pupil Procedures
- the identity and the role of the DSLs and deputies;
- a copy of Part One of KCSIE and Annex A;
- Prevent online training;
- a copy of What to do if you're worried a child is being abused;
- the Whistleblowing policy; and
- the roles and names of the DSL and his deputy.

Induction training will be completed before a member of staff or volunteer begins any work for the school that involves contact with children.

All staff will be required to sign to confirm they have read, understood and agreed to comply with the requirements outlined in these documents. Mechanisms to assist staff in understanding KCSIE will include regular updates at staff meetings, spot checks by the DSL, quizzes, e-bulletins and more general support from the DSL and Deputy DSL.

All staff will receive child protection training at appropriate levels, as and when required in accordance with the Local authority guidance and the pan-London training procedures. This training will include advice on protecting children from radicalisation as well as online safety (online course from the NSPCC). Such training, when arranged, takes priority over all other commitments. All training will be delivered in accordance with Local authority procedures and requirements, including being renewed as specified by the authority in frequency and content.

In addition, supplementary training will be provided to all staff, at least annually. Such training may take the form of emails, e-bulletins, briefings, quizzes, staff training sessions, spot checks, etc.

The DSL and his deputy will receive regular training at appropriate levels, as and when required to provide them with the knowledge and skills to carry out the role (see Appendix 6.3), including: training in inter-agency working; providing advice and support to staff on protecting children from radicalisation; participation in child protection case conferences; supporting children in need; record keeping and promoting a culture of listening to children and safer recruitment. CSCP hold regular meetings each term updating the DSL on new guidance, and this new guidance is disseminated to staff by the DSL.

Such training, when arranged, takes priority over all other commitments. This training will be supplemented (at least annually as appropriate) with additional training in specific safeguarding issues to allow them to understand and keep up with any developments relevant to their role.

A register will be kept of attendees at each training seminar and training dates (and dates for future refresher training) logged on the Single Central Register.

9. 'Early Help'

Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from coordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working Together to Safeguard Children (July 2018) provides detailed guidance on the early help process.

All staff should be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;

- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- children with a family member in prison;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

Effective early help relies upon local agencies working together to:

- identify children and families who would benefit from early help;
- undertake an assessment of the need for early help; and
- provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child.

Where a child and family would benefit from coordinated support from more than one agency e.g. education, health, police, there should be an inter-agency early help assessment. This should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. If Early Help is appropriate and where they are not taking the lead, the DSL will support the member of staff liaising with other agencies and setting up inter-agency Early Help assessment as appropriate.

The Early Help assessment will be undertaken by a lead professional who will provide support to the child of the family, act as an advocate on their behalf and coordinate the delivery of support services. The lead professional role may be undertaken by the DSL or a teacher (or a GP, family support worker, health visitor and/or special educational needs coordinator).

Decisions as to who performs this role will be taken on a case by case basis and will be informed by the child and their family.

For an Early Help assessment to be effective:

- it should be undertaken with the agreement of the child and their parents or carers and should involve the child and their family as well as all of the professionals who are working with them;
- a teacher (or other relevant professional) should be able to discuss concerns they may have about a child and family with a social worker in the local authority; and
- if parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgment as to whether, without help, the needs of the child will escalate. If so, a referral to children's social care may be necessary.

Effective early help in a school setting involves the school (under the guidance of the DSL) providing high quality support, in cooperation with or coordinating other agencies as appropriate, to help address the assessed needs of the child and their family early, in order to significantly improve the outcomes for the child. It is hoped that in each case, this should improve the welfare of the relevant child. However, each case should be kept under constant review, and consideration should be given to a referral to children's social care if the child's situation does not appear to be improving.

A summary of the Early Help provided in-house at LHS is provided in Appendix 9.

10. Recognising harm, significant harm and abuse

To ensure that children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody (adult or child) may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a young or immature child home alone. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect, as defined in part one of KCSIE as updated (September 2020) and reproduced in Appendix 1. Staff are aware that abuse, neglect and safeguarding issues are rarely standalone events and can be covered by one definition or label.

‘Harm’ - The children Act 1989 defines harm as: “Ill-treatment or the impairment of health or development”. ‘Development’ means physical, intellectual, emotional, social or behaviour development; ‘health’ means physical or mental health; and ‘ill treatment’ includes sexual abuse and forms of ill-treatment which are not physical. The definition of harm also includes “impairment suffered by hearing or seeing the ill-treatment of another”.

‘Significant Harm’ - refers to the “threshold that justifies compulsory intervention in family life in the best interests of children, and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm”.

The legislation does not define the line between ‘harm’ and ‘significant harm’. Staff should give ‘significant’ its ordinary meaning (i.e. considerable, noteworthy or important). The child’s particular characteristics also need to be taken into consideration. For example, a child left home alone at the age of 3 could be at risk of significant harm, whereas a child aged 13 years may be less likely so. The test will be subjective to the particular circumstances.

Whether the harm is significant is determined by comparing the child’s health and development with what could reasonably be expected from a similar child. For example, if a child is failing to meet developmental or physical milestones, it is necessary to determine whether this is the result of a lack of “good enough” parenting. There is no clearly defined criteria to judge whether harm meets the threshold of ‘significant’—it can be the result of a traumatic event or a compilation of acute and long-standing events. As highlighted in Working Together, “Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm.”

The following factors should be considered in understanding and identifying significant harm:

- The nature of harm, in terms of maltreatment or failure to provide adequate care;
- The impact on the child’s health and development;
- The child’s development within the context of their family and wider environment;
- Any special needs, such as a medical condition, communication impairment or disability, that may affect the child’s development and care within the family;
- The capacity of parents to meet adequately the child’s needs; and
- The wider and environmental family context.

11. Abuse of trust and inappropriate relationships

As a result of their knowledge, position and/or the authority invested in their role, all adults working

with children and young people are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should note that it is an offence for a person aged 18 or over and in a position of trust to (a) intentionally touch a child in a sexual way; (b) have a sexual relationship with a child, even if the relationship is consensual; (c) cause or incite a child to engage in sexual activity; (d) intentionally engage in sexual activity in the presence of a child; or (e) for the purposes of sexual gratification cause a child to watch a third person engaging in a sexual activity or look at an image of any person engaging in a sexual activity. A position of trust could arise even if the member of staff does not teach the child. A child for these purposes is a person under the age of 18.

12. Specific safeguarding issues

All staff should have an awareness of safeguarding issues - some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

Expert and professional organisations provide up-to-date guidance and practical support on specific safeguarding issues. For example NSPCC offers information for schools on the TES website and also at <http://www.nspcc.org.uk>. Staff can also access broad government guidance on the issues listed below via the GOV.UK website:

<u>child sexual exploitation (CSE)</u>	<u>gangs and youth violence</u>
<u>bullying including cyberbullying</u>	<u>gender-based violence/violence against women and girls</u>
<u>domestic violence</u>	<u>mental health</u>
<u>drugs</u>	<u>sexting</u>
<u>fabricated or induced illness</u>	<u>teenage relationship abuse</u>
<u>faith abuse</u>	<u>trafficking</u>

Non-Governmental Organisation (NGO) advice is also available regarding other safeguarding issues, as follows:

[Eating disorders](#)

[Self-harm](#)

12.1 Children missing from education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

A child going missing from school or home is a potential indicator of abuse or neglect including sexual abuse and sexual exploitation. All staff are informed of the separate procedures to be used for searching for, and if necessary, reporting, any pupil missing from school. These procedures have regard to relevant statutory and local authority guidance in respect of School attendance (November 2016); children missing from home or care (January 2014); Children Missing Education (September 2016).

Please see the School's separate Missing Pupil Procedure for further details. These procedures include:

- a) safeguarding responses to children who go missing from education, particularly on repeat occasions, which help identify the risk of abuse and neglect and which help to prevent the risks of the child going missing in future;
- b) the requirement
 - i. to record any incident, the action taken and the reasons given by the pupil for being missing;
 - ii. to notify the local authority when the school is about to remove or add a pupil from or to the school admission register at a non-standard transition point;
 - iii. to make reasonable enquiries to establish the whereabouts of a child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1)(h), namely that the child has been continuously absent from the school for a period of twenty school days or more.

All staff are aware of their roles to protect children from going missing in education.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

In addition the school checks at the beginning of the following term that pupils leaving at non-standard points have actually joined the reported school.

12.2 'Honour based' violence

So-called 'honour-based' violence (HBV) encompasses crimes that have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts, staff should speak to the DSL. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

12.3 Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present it could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place include knowing both that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school. The child may also talk about a special procedure/ceremony that is going to take place. Indicators that FGM may already have occurred include prolonged absence from school or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems. Some teachers have described how children find it difficult to sit still and look uncomfortable, or may complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about.

There is a mandatory reporting duty for all teachers in respect of FGM. Where a teacher discovers

(either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a girl who is aged under 18, he or she must personally report it to the police. Those failing to report such cases to the police will face disciplinary sanctions.

Unless there is a good reason not to, the teacher should also consider and discuss the case with the DSL and involve CSCP as appropriate. A teacher is not under this duty if:

- A. s/he has reason to believe that another teacher has already reported the case;
- B. in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence). For example, staff may hear about the possibility of FGM happening or having happened to a pupil's family member, e.g. sister/female cousin:
 - A teacher may hear reference to FGM in conversation between pupils;
 - A child may confide that a sister/cousin is to have a 'special procedure' to become a woman;
 - A child may report that their sister/cousin is going out of the country for a prolonged period;
 - A child may disclose the worry about a sister/cousin being at risk;
 - Parents may withdraw a child from any learning about FGM.
- C. and/or (c) where the woman is 18 or over.

In all such cases, teachers should follow normal safeguarding procedures and discuss their concerns with the DSL immediately. The duty does not apply to non-teaching staff who should discuss any concerns that a child may be at risk of FGM with their DSL immediately.

12.4 Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

12.5 Preventing Radicalisation

The referral procedures set out in this policy also apply where there are concerns about children who may have been drawn into terrorism. In accordance with the Department for Education Statutory Guidance 2015: Prevent Duty, the School recognises its duty to have due regard to the need to prevent pupils from being drawn into terrorism and adopts appropriate protocols to minimise the risk. The DSL (reporting to Governance) is the designated Prevent Duty person responsible for co-ordinating action within the School and liaising with other agencies.

Although the School assesses the risk to be low at present, the School will implement prevention measures such as applying appropriate restrictions to internet sites likely to promote terrorist and extremist materials, discussing these dangers with pupils when appropriate in suitable forums, and undertaking Prevent awareness staff training periodically to ensure that staff are able to identify pupils at risk and know how to intervene.

The DSL will also assess and manage appropriately any risks identified in the vicinity of the School, including those posed by any visiting speakers, and will maintain a register of all visiting speakers, who will always be checked as suitable before being permitted to visit the School. The School will work in partnership with the local authority over such matters; the level of risk will determine the most appropriate referral. Further information is available from the government Channel guidance on radicalisation.

12.6 Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can

involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

Any concerns that a child is being or is at risk of being sexually exploited should be passed without delay to the DSL. The School is aware that a child may not be able to recognise the coercive nature of the abuse and may not see themselves as a victim. Consequently, the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other victim of abuse.

12.7 Private Fostering

Children being privately fostered are required by law to be seen by a social worker. If a member of staff or volunteer becomes aware that a pupil may be in a private fostering arrangement, where a child under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related in that person's home, they should raise this in the first instance with the DSL. The DSL will then notify the Local authority who will check that the arrangements are suitable and safe for the child. For further information about private fostering, visit the London Borough of Camden website.

12.8 Domestic Abuse

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

12.9 Sexual Violence and Sexual Harassment

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the

experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk.

Evidence shows girls, children with SEND and LGBT children are at greater risk. Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts (upskirting). Dismissing or tolerating such behaviours risks normalising them.

It is important that school staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way.

Sexual Harassment: this means ‘unwanted conduct of a sexual nature’ that can occur online and offline. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes, such as upskirting (it has to be considered when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - non-consensual sharing of sexual images and videos;
 - sexualised online bullying;
 - unwanted sexual comments and messages, including, on social media; and
 - sexual exploitation; coercion and threats

13. Children who may be particularly vulnerable

Some children may be at increased risk of significant harm as a result of neglect and/or physical, sexual or emotional abuse. See Appendix 1 for details about the types and signs of abuse.

Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

To ensure that all of our children receive equal protection, we will give special consideration and attention to children who are particularly vulnerable: see Appendix 1 for a list of factors that may make a child particularly vulnerable to abuse.

Special consideration and attention includes monitoring through the pastoral systems of the School:

At LHS the form tutor system and regular minuted staff meetings, where the welfare of pupils of concern or in need is actively monitored and reported to the DSL and Deputy DSL, who advise on actions to take (including managing referrals), support mechanisms to provide and record-keeping.

Special consideration will also extend to the provision of safeguarding information, resources and support services in community languages and accessible formats where appropriate. It may also include, as necessary, the appointment of an appropriately trained and informed teacher to promote the educational achievement of any child who is ‘looked after’ or who is otherwise considered in need of such support. Where a member of staff is placed in a position of working with a ‘looked after’ child, they will be provided with all necessary information, including: the child’s status, up-to-date assessment information from the relevant Local Authority, the most recent care plan, contact arrangements with parents, care arrangements and delegated authority to carers and information available to the DSL.

14. E-Safety

The school adopts a whole school, holistic approach to online safety which (a) captures the range and complexity of the risks and of children’s experiences of those risks; (b) seeks to mitigate those risks as far as possible without depriving children of the significant benefits provided by technology and the internet; and (c) handles all cases of online harm appropriately and with sensitivity. It recognises that abuse can take place wholly on line and that technology can also be used to facilitate off line abuse

Most of our children will use mobile devices and computers at some time. They are important tools for communication and education as well as for recreation and socialising. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails (cyber-bullying), to enticing children to engage in sexually harmful conversations, webcam photography or face- to- face meetings, radicalisation or sexual predation.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material

This includes but is not limited to (a) violent pornography or sexual images of children which affect a child’s perception of girls, love and relationships; (b) material promoting harmful behaviours such as self-harm or eating disorders; (c) propaganda or material promoting extremism, radicalisation and/or terrorism; (d) material showing or depicting extreme violence or brutality; and (e) social media such as Facebook and Instagram which can provide children with distorted and unrealistic images of others’ lives, causing some children to feel inadequate or distressed about their own lives.

- **contact:** being subjected to harmful online interaction with other users

This includes but is not limited to (a) cyber-bullying; and (b) contact from individuals seeking to groom children for the purposes of sexual abuse or radicalisation.

- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm

This includes but is not limited to (a) responding to and engaging with individuals seeking to groom or abuse children; (b) youth produced sexual imagery.

Having assessed the level and nature of risk posed to our pupils, and bearing in mind the prevalence of online harm and abuse in the UK, we consider the risk of online harm to be material, particularly in relation to: cyber-bullying; harm caused by youth produced sexual imagery, internet pornography or on-line grooming; and harmful material promoting behaviours such as self-harm and eating disorders. The school’s Staff Code of Conduct and ICT Acceptable Use Policy explain the responsibilities of staff in relation to keeping children safe in school.

The school will do all it reasonably can to limit children’s exposure to the above risks when using our own IT systems, by having in place appropriate filters and monitoring systems (Surfprotect,

Stormshield and Sophos) which are designed to protect children from online abuse without "over blocking" or imposing unreasonable restrictions as to what children can be taught through online education. See also the School's eSafety Policy, Use of Technology Policy, and acceptable use policies.

Pupil's mobile phones are handed in each morning and collected at the end of the day. Pupils are not allowed access to 3G/4G networks. Parents, visitors, staff and pupils are not allowed access to the school wireless network system whilst on the premises on their own personal devices and the use of mobile phones is not permitted by any parent or pupil whilst on the school premises.

Pupils also receive guidance on safe use of the web (including anti-bullying) through the ICT and PSHE curricula and in year group assemblies. Cyber-bullying by children, via texts, direct messages, social media or email, will be treated as seriously as any other type of bullying and will be managed through our Anti-bullying policy and procedures. Pupils are educated about the risk of online harm – including youth produced sexual imagery, and the ways to mitigate those risks in PSHE and Information Technology classes and in assemblies and form groups.

Chat rooms and social networking sites are sources of risk of inappropriate and harmful behaviour in the digital arena. Some children will undoubtedly be 'chatting' on mobile or social networking sites at home.

The School runs parent evenings to help parents understand the possible risks and actively engages with parents to ensure a joined up approach when responding to cases of harm, and to ensure as far as possible that parents are aware of and understand the risks of it and are able to identify and respond appropriately to cases of online harm.

Regular mention is made in emails sent to parents via the SchoolPost system of sources of support for parents.

Any child may suffer from online harm and all staff should be alert to the risk of it. Staff will be given regular training in online safety through the NSPCC. Indicators that a child may be being abused or harmed online overlap with other indicators of abuse which can be found at Appendix 1 of the Safeguarding Policy.

If you suspect that a child may be at risk of or suffering from online harm, follow the procedure set out at Section 3 of the Child Protection Procedures and discuss any concerns with the DSL immediately. The DSL will discuss the incident with you and agree on a course of action in accordance with the safeguarding procedures set out in the Safeguarding policy.

For more information on e-safety see:

www.thinkuknow.co.uk

www.disrespectnobody.co.uk

www.saferinternet.org.uk

www.internetmatters.org

www.pshe-association.org.uk

www.educateagainsthate.com

www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

15. The sharing of youth produced sexual imagery (sexting)

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.

Sexting 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; and
- a person under the age of 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'.

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 sexting they should follow the safeguarding 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 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 Services Local Referral, Intervention and Assessment Service Team, or the police as appropriate.

Immediate referral at the initial review stage should be made to Children's Services Local Referral, Intervention and Assessment Service Team/police if:

- 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 is known about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or is violent;
- the imagery involves sexual acts;
- the imagery involves anyone aged 12 or under; and

- 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 applies then the DSL will use their professional judgement to assess the risk to pupils involved and may decide to respond to the incident without escalation to Children's Services Local Referral, Intervention and Assessment Service Team, 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 are 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 safeguarding 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 sexting, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures.

16. Health & Safety, Extended School Activities and Educational Visits

The School's Health and Safety and Educational Visits procedures are set out in separate documents, and reflect the consideration given to the protection of our children both physically within the School environment and away from the School when undertaking School trips and visits.

Where extended school activities are provided by and managed by the school, our own Safeguarding and Child Protection Policy and procedures apply. Where other organisations provide services or activities on our site the member of the School's staff responsible for arranging the services or activities will check that the service or activity providers have appropriate procedures in place, including relevant risk assessments and safer recruitment procedures.

When our children attend off-site activities, including those abroad on School trips we will check that effective child protection arrangements are in place. All staff are bound by the school's Educational Visits Policy when arranging and organising off-site trips

The DSL closely monitors the conduct of pupils and staff on trips and pupils, trip leaders and assistant leaders are actively asked for feedback following every trip that involves an overnight stay.

17. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have appropriate safeguards in place. To protect children, we will:

- seek their and their parents' consent for photographs to be taken or published (for example, on our website or in newspapers or publications);
- when photographs of pupils are published, we use only the child's first name with an image unless

- parents have consented for the pupil's full name to appear next to the image;
- ensure that children are appropriately dressed;
- encourage children to tell us if they are worried about any photographs that are taken of them.

Further guidance for staff on the taking and storing of photographs and images of pupils is contained in the Staff Code of Conduct.

From time to time professional photographers are invited into the School to take group photographs or pictures of significant events; any professional photographers hired by the School will be subject to appropriate vetting checks.

CCTV is located at the School but is not installed in classrooms, changing areas or toilet areas.

Photographs, digital images or videos of pupils may be taken by parents and family members on the School site. Parents and family members are welcome to take photographs or videos of school events which may include images of other pupils. To respect the privacy of others and in some cases for protection purposes, these images should not be made publicly available on social networking sites or on other public areas of the internet. If the behaviour of an adult capturing images seems unusual or the pupil appears to be worried by someone taking photographs of them, staff will act to challenge the adult (where they feel safe and confident to do so) and report the matter to the DSL as soon as possible, and in as much detail as possible, to allow the concern to be followed up. The police will be informed in cases of serious concern.

Flash photography can cause distress or trigger seizures in those with medical conditions and therefore should not be used.

18. Secure premises

School premises: The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

Visitors' book: The School keeps a visitors' book at Reception. All visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the School premises.

19. Pastoral and Safeguarding Education

The School promotes the welfare of children through the Assembly Programme, PSHE curriculum, the ICT curriculum and parents' forums. Pupils are taught how to keep themselves safe and build resilience (including building resilience to radicalisation). Pupils are given the information to avoid situations and persons, including over the internet and mobile technology, which/who could lead them into harm.

20. Monitoring and review

Any child protection incidents at the school will be followed by a review of the safeguarding procedures within the School and a prompt report to Governance. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the School's procedures.

In addition, the DSL will ensure that this policy is reviewed annually and its procedures and implementation are updated and reviewed regularly, working with Governance as necessary. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay and a report made to Governance.

Governance will undertake an annual review of this policy and its procedures including good

cooperation with local agencies and of the efficiency with which the relevant duties have been discharged. The annual review and any changes to the policy will be signed off by Governance at a full meeting, where the review will be discussed and discussion minuted.

All staff will be regularly reviewed on their own safeguarding practices and given opportunities to discuss concerns they may have about welfare and safeguarding matters.

CHILD PROTECTION PROCEDURES

It is important that a child at risk or in need receives the right help at the right time to address risks and prevent issues escalating. It is therefore important that all staff understand their responsibility to: identify, act on and refer the early signs of abuse and neglect; keep clear written records; listen to the views of the child; reassess concerns when situations do not improve; share information quickly and challenge inaction. All staff at the School are expected to comply with statutory guidance Working Together to Safeguard Children (July 2018) unless exceptional circumstances arise. In particular, staff are expected to appreciate that effective safeguarding systems are those where:

- the pupil's needs are paramount, and the needs and wishes of each child should be put first, so that every child receives the support they need before a problem escalates;
- all staff who come into contact with pupils and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all staff share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- appropriately qualified, experienced staff are able to use their expert judgement to put the pupil's needs at the heart of the safeguarding system so that the right solution can be found for each individual pupil;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

1. What to do if you suspect a child is at risk of significant harm

If a member of staff is concerned that a pupil may be suffering significant harm or is at risk of significant harm (see definitions provided in section 10 of the policy above), the matter should be referred to the DSL, or deputy in the DSL's absence, as soon as possible. If a child is in immediate danger or is at risk of harm a referral should be made to CSCP immediately (and within one working day), or in an emergency, dial 999 and request the appropriate emergency service. Anyone can make such a referral.

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their art or written work could be concerning or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

Use the School Welfare Concern Note (Appendix 4) to record these early concerns and pass it to the DSL immediately. If the child does begin to reveal that they are being harmed or is at risk of significant harm you should follow the advice in section 2 below: **'If a child discloses information to you'**.

2. If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected and/or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets or promise confidentiality as this may ultimately not be in the best interests of the child. The point at which you make the child aware of this is a matter for professional judgment. If you jump in immediately the child may think that you do not want to listen; if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.

During your conversation with the child:

- Allow them to speak freely.
- Remain calm and do not over-react – the child may stop talking if they feel they are upsetting you.
- If the report includes an online element, be aware of searching screening and confiscation advice (for schools) and UKCCIS sexting advice (for schools and colleges). The key consideration is for staff not to view or forward illegal images of a child but to confiscate any device which they believe (with good reason) to have any such images stored on it, and pass the device immediately to the DSL.
- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’.
- Do not be afraid of silences – remember how hard this must be for the child.
- Under no circumstances ask investigative or leading questions – such as how many times this has happened, whether it happens to siblings too, or what does the child’s mother think about all this.
- At an appropriate time tell the child that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Avoid admonishing the child for not disclosing earlier. Saying ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be your way of being supportive but the child may interpret it that they have done something wrong.
- Tell the child what will happen next. The child may agree to go with you to see the DSL.
- Otherwise let them know that someone will come to see them before the end of the day.
- Follow the procedure outlined below: Taking action: advice for staff
- Write up your conversation as soon as possible on the record of concern form and hand it to the DSL.
- Know that you have a professional responsibility to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children’s social care. Take advice as necessary from the DSL if you are unsure about anyone with whom you should/should not be sharing information.
- Seek support if you feel distressed.
- A record of concern form is provided in Appendix 5 of this document.

3. Taking action: advice for staff

Key points to remember for taking action are:

- In an emergency take the action necessary to help the child, for example, call 999;
- Report your concern to the DSL as soon as possible, unless it involves an allegation against a member of staff or volunteer in which case the procedures in Appendix 2 should be followed;
- If the DSL is not available, ensure the information is shared with the deputy DSL (or in their absence, with the most senior person in the school) that day. If there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately (and within one working day). See paragraph 6 below;
- Do not start your own investigation;
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
- Complete and submit a Child Protection Record of Concern – see Appendix 5; and seek support for yourself if you are distressed.

4. Reporting directly to child protection agencies

If staff members have any concerns (as opposed to a child being in immediate danger - see below) about a child they should raise these with the DSL or a Deputy DSL. The DSL should usually help decide whether a referral to CSCP, early help (see section 9 of policy) or other support is appropriate, which must be done in accordance with the referral thresholds set by the local authority.

If a referral to CSCP is appropriate in most instances 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.

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 CSCP and/or the police immediately (and within one working day). Anybody can make a referral.

Under these circumstances, you (or, if necessary, the most senior person in the school that you can find to help you) should contact the MASH team at Camden in the first instance for advice on how to refer (you may be referred to another Local Authority Safeguarding Partnership or MASH team).

The MASH team will require basic information from you such as:

- Your name
- Address
- Details of the child that you have concerns about.

This information is taken to help the specialist safeguarding team make enquiries, and contact you again if necessary. Information you supply is held in the strictest of confidence and not disclosed to any party; including those connected to the child you have concerns about.

If anyone other than the designated safeguarding lead makes the referral, they should inform the designated safeguarding lead, as soon as possible. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. Staff should follow up on a referral should that information not be forthcoming.

If after a referral the child's situation does not appear to be improving the designated safeguarding lead (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.

If early help is appropriate, the designated safeguarding lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If early help and or other support is appropriate, the case should be kept under constant review and consideration given to a referral to children's social care if the child's situation does not appear to be improving.

Other ways to report your concerns:

NSPCC– for help if you are unsure whether to report your concerns. Call 0808 800 5000 to speak in confidence, or text anonymously to 88858.

5. Notifying Parents

The School will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the DSL will normally 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, then advice will first be sought from CSCP. If the allegation involves a member of staff the parents should only be informed with the LADO's consent.

For the avoidance of doubt, referrals to CSCP or the LADO do not require parental consent. Staff must act in the best interests of the child, even if this means making a referral against the parents' wishes.

6. Action by the DSL – referral to CSCP

The DSL (or in their absence, the deputy DSL) will make a referral to CSCP immediately if it is believed that a child has suffered or is at risk of suffering significant harm.

In situations where a pupil is not at risk of suffering significant harm but is instead in need of early help or additional support from one or more agencies (referred to as a child 'in need'), the DSL will still liaise with CSCP in accordance with inter agency procedures and, depending on their advice, will complete an Early Help Assessment or engage with any other approach offered by CSCP (e.g. 'Team around the Child') to ensure assessment/referral of the pupil and/or his parents for appropriate social care services.

Many School pupils are resident in other boroughs; in these cases a CAF form or details of other local approaches (e.g. 'Team around the Child') will be obtained by contacting local children's services team for the borough of residence.

If there is room for doubt as to whether a referral should be made, the DSL will consult with CSCP on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral to CSCP will be made without delay.

If the initial referral is made by telephone, the DSL will confirm the referral in writing to the CSCP within 24 hours. If no response or acknowledgment is received within one working day, the DSL will contact the CSCP again.

The local authority should make a decision, within one working day of a referral being made, about the type of response that is required and should let the DSL know the outcome. This will include determining whether:

- the child requires immediate protection and urgent action is required;
- whether the child is in need, and should be assessed under section 17;
- there is reasonable cause to suspect the child is suffering, or likely to suffer, significant harm, and whether enquiries must be made and the child assessed under section 47;
- any services are required by the child and family and what type of services; and
- further specialist assessments are required in order to help the local authority to decide what further action to take.

The DSL will follow up if this information is not forthcoming.

Referrals following an allegation against a member of staff or volunteer will be dealt with in accordance with the procedures set out in Appendix 2.

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the DSL will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

7. Peer on Peer Abuse, including Bullying and Sexual Violence and Sexual Harassment

All staff should be aware that safeguarding issues can often manifest themselves via peer on peer abuse. This is most likely to include, but is not limited to: physical abuse of any kind; emotional abuse; sexually harmful behaviours; bullying (including cyber bullying), gender based violence/sexual violence and sexual harassment, sexting (also known as youth produced sexual imagery), initiation/hazing type violence and rituals, upskirting, prejudiced behaviour, teenage relationship abuse. All staff should recognise the gendered nature of some types of peer on peer abuse (that it is, in certain situations, more likely that girls will be victims and boys perpetrators). However, all peer on peer abuse is unacceptable and will be taken seriously.

Bullying is a subset of abuse that can take different forms, including: physical, emotional, verbal, ostracism, homophobic and gender-related bullying and/or cyber bullying (which includes abusive messages posted online or sent by SMS or email or via other means using technology).

The School is committed to doing all it can to prevent and put a stop to peer on peer abuse in all of its forms and to ensuring that all staff, pupils and parents uphold this commitment and to ensuring that they receive the appropriate education and training to understand and implement the School's policy and procedures with regards to peer on peer abuse. This commitment extends to reviewing incidents of peer on peer abuse so as to learn lessons.

Staff should always be clear that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".

The School is determined that no kind of bullying or peer on peer abuse will be tolerated by pupils, parents or staff at the School.

The School's Anti-bullying policy can be found on the School website.

Staff training will include how to manage a report or disclosure of peer on peer abuse, including child on child sexual violence and sexual harassment.

Staff will be made aware of the harm caused by bullying through anti-bullying training and of the harm caused by other types of peer on peer abuse through safeguarding training and will use the school's anti-bullying and safeguarding procedures where necessary. Pupils will be made aware of the harm caused by bullying and other forms of peer on peer abuse, and the procedures the school has in place to minimise the risk of peer on peer abuse, through PSHE, RSE, tutors and the assembly programme. Indicators that a child may be being abused or harmed by a peer overlap with other indicators of abuse, which can be found at Appendix 1 of this Safeguarding Policy, which also provides information about those of our pupils who are more likely to be particularly vulnerable to abuse of any kind.

All School staff, pupils and parents must be aware that engaging in bullying behaviour or condoning or failing to challenge or report bullying would lead to the application of child protection procedures (including, as necessary, the involvement of other agencies such as the police and CSCP), and in the case of a member of staff being complicit, or otherwise involved, in bullying behaviour, to the application of the procedure in Appendix 2 of this policy.

The safeguarding team and the SMT will take all necessary action to ensure victims, perpetrators and any other child(ren) affected by peer on peer abuse receive appropriate support through thorough investigation, appropriate disciplinary, remedial and/or preventative action, detailed record-keeping and regular review of any situation in which peer on peer abuse is suspected or known to have taken place, in accordance with procedures laid out in the Anti-bullying Policy; Behaviour, Rewards and Sanctions Policy; Risk Assessment Policy, and this policy. If there is a concern that a child is at risk of

serious harm from bullying behaviour or peer on peer abuse, a referral will be made to CSCP and/or the LADO and the School's Child Protection Procedures will be followed; the police will be informed in cases of serious harm.

The DSL and deputy DSL will be familiar with and follow the advice contained in Para 5 of KCSIE in cases where sexual violence and/or sexual harassment is suspected, reported or disclosed.

8. Mental Health

Staff are made aware that mental health problems can, in some cases be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Although only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy and talking to the headmaster and or Deputy Head Pastoral

9. Children with harmful behaviour

There will be occasions when a child's (or children's) behaviour warrants a response under child protection rather than anti-bullying procedures. All such instances must be reported to the DSL and will be dealt with in accordance with the procedures above. Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, the DSL will refer the abuse to external agencies, including, as necessary, the police, and CSCP services in accordance with the procedures in this policy.

The management of children and young people with harmful behaviour (including sexually harmful behaviour) can be complex and the School will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator – i.e. all children involved will be treated as being "at risk".

A pupil (or pupils) against whom an allegation of abuse has been made may be suspended from the School during the investigation. The School will take advice from CSCP on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse.

If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of CSCP, the pupil's parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult.

10. Complaints about staff and poor or unsafe practice

All complaints and concerns will be considered carefully by the School and appropriate action will be taken.

10.1 Safeguarding complaints

Where parental, staff or pupil complaints raise safeguarding concerns about a member of staff the person to whom the complaint has been made must follow the procedure for referral of concerns set out at Appendix 2 below.

10.2 Complaints by parents or pupils

The School's complaints procedure will normally be followed where a parent raises a concern about poor practice or wrongdoing by staff in the workplace. The complaints procedure is available to all parents and staff via the School Policies page of the school's website.

Every pupil should feel able to raise concerns with any member of staff whom they feel they can trust. Staff who hear about concerns, suspicions or allegations from a pupil must relay the concerns immediately and appropriately to the relevant person – usually this will be to the DSL or one of the Deputies.

10.3 Complaints by staff

Complaints from staff involving wrongdoing in the workplace are dealt with under the school's Whistleblowing, Complaints and Disciplinary and/or Grievance procedures. The School's staff procedures are available via the staff handbook.

A Whistleblowing policy is in place whereby staff can report concerns about the behaviour of colleagues, or where they are concerned that their own actions might be misconstrued. This procedure is detailed in the Staff Code of Conduct.

10.4 Whistleblowing

Staff should feel able to raise concerns about poor or unsafe practice and potential failures in the School's safeguarding regime. The Whistleblowing policy, which is reflected in staff training and the Staff Code of Conduct, is in place for such concerns to be raised with the School's management team (SMT) and/or Governance. No member of staff will suffer a detriment or be disciplined for raising a genuine concern about unsafe practice.

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.

11. Low level concerns

The School promotes an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. Any concerns about adults (including allegations that do not meet the harms threshold) should be shared responsibly and with the right person, recorded and dealt with appropriately, is critical. This allows us to identify any concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution. The School Staff Code of Conduct is reviewed with all staff at the start of every academic year, and is part of the induction process for new staff, to ensure that staff are aware of what is and what is not appropriate.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harms threshold. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,

- using inappropriate sexualised, intimidating or offensive language.

It is crucial that any such concerns, including those which do not meet the allegation/harm threshold are shared responsibly and with the right person (the headmaster or the Deputy DSL), and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

Where a low-level concern is raised about the Deputy DSL it should be shared with the headmaster, and any low-level concern about the headmaster should be shared with the named member of Governance.

All low-level concerns should be recorded in writing by the designated safeguarding lead (or deputy). The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. Records must be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school or college should decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case it should be referred to the LADO. Consideration should also be given to whether there are wider cultural issues within the school or college that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again. Such information should be retained at least until the individual leaves their employment.

References - Schools and colleges should only provide substantiated safeguarding allegations in references. Low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) should not be referred to in a reference. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

Responding to low-level concerns - Concerns about safeguarding should be reported to the designated safeguarding lead or their deputy. If the concern has been raised via a third party, the designated safeguarding lead should collect as much evidence as possible by speaking:

- directly to the person who raised the concern, unless it has been raised anonymously;
- to the individual involved and any witnesses.

The information collected will help them to categorise the type of behaviour and determine what further action may need to be taken. All of this needs to be recorded along with the rationale for their decisions and action taken.

12. Confidentiality and sharing information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff must not promise confidentiality to a pupil and will always act in the best interests of the pupil.

Staff should only discuss concerns with the DSL, the deputy DSL, or Governance. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

The School will co-operate with police and CSCP to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of Working together to safeguard children (2018). In particular, fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. The Data Protection Act 2018 contains "safeguarding of children and individuals at risk" as a processing condition that allows practitioners to share information.

Where allegations have been made against staff, the School will consult with the LADO and, where appropriate, the police and CSCP to agree the information that should be disclosed and to whom. The reporting restrictions applicable to such matters will be observed.

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be stored securely and only made available to relevant individuals.

13. Related safeguarding portfolio policies and procedures

All related policies and procedures are available in the "Staff handbook & policies" folder on the staff section of the school drive. . Those available to parents are on the policies pages of the web-site.

Appendix 1 Types and signs of abuse

Early help

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- has a mental health need;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a family member in prison, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care;
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child; and
- is persistently absent from education, including persistent absences for part of the school day.

Abuse and neglect

All staff should be aware of indicators of abuse and neglect. Knowing what to look for is vital for the early identification of abuse and neglect, and specific safeguarding issues such as child criminal exploitation and child sexual exploitation so that staff are able to identify cases of children who may be in need of help or protection.

If staff are unsure, they should always speak to the designated safeguarding lead, or deputy. All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another, therefore staff should always be vigilant and always raise any concerns with their designated safeguarding lead (or deputy).

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many

cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

In all cases, if staff are unsure, they should always speak to the designated safeguarding lead (or deputy).

Indicators of abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse) in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

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

KCSIE also recognises the following as specific safeguarding issues: Child sexual exploitation (CSE) See section 12.6 of the Safeguarding Policy for the definition of CSE.

Signs in the Child:

Physical signs of Physical Abuse

There isn't one sign to look out for that will prove that a child is being physically abused. But if a child often has injuries, there seems to be a pattern, or the explanation doesn't match the injury then this should be investigated. Signs of physical abuse can include:

- injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen;
- respiratory problems from drowning, suffocation or poisoning;
- untreated or inadequately treated injuries;
- bruising which looks like hand or finger marks;
- cigarette burns, human bites; or
- scarring, scalds and burns.

Aside from direct physical contact, physical abuse can also be caused when a parent or caregiver fabricates the symptoms of, or deliberately induces ill health in a child.

Physical signs of Sexual Abuse

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

- Pregnancy
- Sexually transmitted infection
- pain/itching/bleeding/bruising/discharge to the genital area/anus;
- urinary infections/sexually transmitted diseases;
- difficulty walking or sitting; and
- persistent sore throats;

Physical signs of Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. This is likely to result in the serious impairment of the child's health or development. Signs of possible neglect include:

- the child seems underweight or is very small for their age;
- they are poorly clothed, with inadequate protection from the weather;
- they are often absent from school for no apparent reason; or

- they are regularly left alone, or in charge of younger brothers or sisters.

Signs of Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved or inadequate. It may include deliberately silencing children or 'making fun' of what they say. It may feature age or developmentally inappropriate expectations being imposed on children; seeing or hearing the ill-treatment of another; serious bullying (including cyberbullying), or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Signs of emotional abuse tend to be behavioural rather than physical (see below).

Behavioural signs of abuse and neglect

If a child is being abused, their behaviour may change in a number of ways. For example, they may:

- behave aggressively or be disruptive, act out, demand attention and require more discipline than other children;
- become angry or disinterested and/or show little creativity;
- seem frightened of certain adults;
- become sad, withdrawn or depressed;
- have trouble sleeping;
- become sexually active at a young age;
- exhibit inappropriate sexual knowledge for their age or sexualised behaviour in their play with other children;
- refuse to change for gym or participate in physical activities;
- develop eating disorders;
- self-harm;
- refuse to attend school or run away from home;
- lack confidence or have low self-esteem; or
- use drugs or alcohol.

Signs in the behaviour of the parent or other responsible adult:

- unrealistic expectations of the child i.e. demands a level of academic or physical performance of which they are not capable;
- offers conflicting or unconvincing explanation of any injuries to the child;
- appears indifferent to or overtly rejects the child;
- denies existence of or blames the child for the child's problems at home or at school;
- sees and describes the child as entirely worthless, burdensome or in another negative light;
- refuses offers of help for the child's problems; or
- is isolated physically/emotionally.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that you report your concerns – you do not need 'absolute proof' that the child is at risk.

Appendix 2 Procedure to be followed in the event of an allegation against a member of staff or volunteer or supply staff of abuse

The DFE has issued statutory guidance which all schools and local authorities must follow when a potential child protection allegation is made against a member of staff (including any supply staff or volunteer). The guidance is contained within the document: Keeping Children Safe in Education (as updated for 2019). It is expected that all staff and Governance involved in the management of allegations of abuse made against a member of staff or volunteer will comply at all times with statutory guidance.]

The School's procedures

The School's procedures for dealing with allegations made against staff or volunteers will be used where a member of staff has any safeguarding concerns about another member of staff or a volunteer, including where the member of staff/volunteer is alleged to have:

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

This procedure relates to members of staff who are currently working in the School regardless of whether the School is where the abuse is alleged to have taken place. Allegations against former members of staff or volunteers who are no longer working at the School will be referred to the police. Historical allegations of abuse will also be referred to the police. Where the school has information to indicate that the former staff member is working with children in another location this should also be reported to the LADO in that location and to the senior management of the school where that member of staff is currently working.

If an allegation is made against a member of staff or volunteer, the School's priority will be to achieve a quick resolution of that allegation in a fair and consistent way that provides effective protection for any child involved and at the same time supports the person who is the subject of the allegation. All such allegations must be dealt with as a priority without delay.

The following definitions are to be used when determining the outcome of allegation investigations:

- a) **Substantiated:** there is sufficient evidence to prove the allegation;
- b) **False:** there is sufficient evidence to disprove the allegation;
- c) **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- d) **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- e) **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

Reporting an allegation against staff or volunteers. Lower level concerns should be reported to the DSL (See the Staff Code of Conduct) unless the DSL or deputy DSL are involved, in which case the procedure below for more serious concerns should be followed.

All allegations, complaints, concerns or suspicions against staff or volunteers at LHS including any made against the Deputy DSL, should be reported directly to the Headmaster, who will report this to Governance.

All allegations, complaints, concerns or suspicions about the Head should be reported to Governance.

All allegations, complaints, concerns or suspicions about Governance should be reported to the LADO

without Governance being informed. The LADO may choose to appoint a 'case manager'.

The DSL will immediately (and within one working day) discuss all allegations or suspicions of abuse with the local authority designated officer (LADO) and will not investigate the matter further before speaking to the LADO. Borderline cases will be discussed without identifying individuals in the first instance and following discussions the LADO will judge whether or not an allegation or concern indicates possible abuse. The LADO and the DSL will decide in the circumstances what further steps should be taken. This could involve informing parents. In the most serious cases the police will be informed.

All discussions with the LADO will be recorded in writing.

In a strategy discussion or the initial evaluation of the case, the DSL should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim(s).

The initial sharing of information and evaluation by the appropriate agencies may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern; in which case this decision and a justification for it should be recorded by both the case manager and the LADO, and agreement reached on what information should be put in writing to the individual concerned and by whom. The DSL should then consider with the LADO what action should follow both in respect of the individual and those who made the initial allegation.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to CSCP immediately (and within one working day). Any member of staff can make a referral.

Disclosure of information

Where the LADO advises that a strategy discussion is needed, or police or CSCP services need to be involved, the case manager will not speak to the accused person or the parents or carers until those agencies have consulted and have agreed what information can be disclosed.

Subject to the above:

- the DSL will inform the accused person as soon as possible after consulting the LADO and will provide as much information as possible at that time.
- the Parents or carers of the child[ren] involved will be informed of the allegation as soon as possible if they do not already know of it. They will also be kept informed of the progress of the case and the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome in confidence.

The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed and, where necessary, parents and carers will be made aware of the prohibition on reporting or publishing allegations about teachers. If parents or carers express a wish to apply to the court to have reporting restrictions removed, they will be told to seek legal advice.

The DSL should take advice from the LADO, police and children's social care services to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any information can be reasonably given to the wider community to reduce speculation; and

- how to manage press interest if and when it should arise.

Where the police are involved, wherever possible the case manager will ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the employer disciplinary process. This should be done as their investigation proceeds and will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.

Action to be taken against the accused

The School has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless external agencies object to this. The individual concerned will be advised to contact their trade union representative, if they have one, or a colleague for support. He/she will also be given access to welfare counselling and medical advice. He/she will also be given clear instructions about the need for confidentiality and his/her responsibility to avoid any contact with any pupils or families involved in the investigation.

The DSL will appoint a named representative to keep the member of staff informed of the progress of the case and to consider what other support might be appropriate. If the member of staff is suspended, he/she will also be kept up to date with current work-related issues.

Where an investigation by the police or CSCP is unnecessary, the LADO will discuss the steps to be taken with the DSL. The appropriate action will depend on the nature and circumstances of the allegation and will range from taking no further action to dismissal or a decision not to use the person's services in the future.

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

Suspension

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

- a) there is cause to suspect a child or other children at the School is or are at risk of significant harm or
- b) the allegation is so serious that it might be grounds for dismissal.

If the DSL is concerned about the welfare of other children in the community or the teacher's family, those concerns should be reported to the designated officer(s), children's social care or the police as required. But suspension is highly unlikely to be justified based on such concerns alone.

All options to suspension will be considered before taking that step. Consideration will be given to whether the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment either within or outside of the School or providing an assistant when the individual has contact with children. The School will give due weight to the views of the LADO when making a decision about suspension.

A member of staff will only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification will be recorded and the member of staff notified of those reasons in writing within one working day. Appropriate support will be provided for the suspended individual and contact details provided. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Criminal proceedings

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

Return to work

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

DBS and TRA Referrals and ceasing to use staff

NB There is a legal duty to refer to the DBS anyone who has:

1) Engaged in 'relevant conduct':

Relevant conduct in relation to children is conduct which:

- a) Endangers a child or is likely to endanger a child
- b) If repeated against or in relation to a child, would endanger a child or would be likely to endanger them
- c) Involves sexual material relating to children (including possession of such material)
- d) Involves sexually explicit images depicting violence against a person (including possession of such images), if it appears to DBS that the conduct is inappropriate
- e) Is of a sexual nature involving a child, if it appears to DBS that the conduct is inappropriate.

A person's conduct endangers a child if they:

- a) Harm a child,
- b) Cause a child to be harmed,
- c) Put a child at risk of harm
- d) Attempt to harm a child, or
- e) Incite another to harm a child.
- f) Satisfied the 'harm test' (i.e. no action or inaction occurred but the present risk that it could was significant), or
- g) Received a caution or conviction for a 'relevant offence' (a list of these offences is available on the DBS website, or call the helpline for advice).

1. Satisfied the harm test;

There are occasions where a person may not have engaged in relevant conduct but there are still serious concerns, which satisfy the harm test.

To satisfy the harm test there needs to be credible evidence of a risk of harm to children. For a case to be considered as a risk of harm, there must be tangible evidence rather than a "feeling" that a person represents a risk to children. For example, a teacher who confides in their head teacher that they are sexually attracted to children (but who had not engaged in 'relevant conduct') would satisfy the harm test.

2. Received a caution or conviction for a relevant offence;

and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Referrals should be made as soon as possible after the resignation or removal of the individual. Failure to make a Referral to the DBS in such circumstances constitutes an offence.

If the School ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement/compromise agreement will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria are met – see above – as per the guidance published by the DBS.

If the accused person resigns or ceases to provide his / her services, this will not prevent child protection allegations being followed up in accordance with this policy and the statutory guidance. A referral to the Disclosure and Barring Service (DBS) will be made as soon as possible, if the criteria are met – see above – as per the guidance published by the DBS.

Staff should be aware that the DBS has statutory authority to bar a person from working in regulated activity with children and/or vulnerable adults in the UK.

Where a teacher is dismissed (or would have been dismissed had he/she not resigned) for misconduct, separate consideration will be given as to whether a referral to the Teaching Regulation Agency (TRA) should be made, as per the flow chart that appears in the guidance published by the TRA. For information, the reasons for the TRA to consider whether a prohibition order might be appropriate are: ‘unacceptable professional conduct’, ‘conduct that may bring the profession into disrepute’ or a ‘conviction, at any time, for a relevant offence’.

In cases where the School is made aware that the Secretary of State has made an interim prohibition order in respect of an individual who works at the school, immediate action will be taken to ensure the individual does not carry out work in contravention of the order, i.e. pending the findings of the TRA investigation, the individual must not carry out teaching work and must therefore be suspended.

Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

Timescales

All allegations must be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unsubstantiated or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the Head should instigate appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, as far as possible it should be held within 15 working days.

Unsubstantiated, false or malicious allegations

Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.

Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.

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

Record keeping and references

Details of all allegations found to be malicious will be removed from personnel records.

A clear and comprehensive summary of any allegations made against a member of staff, and all details

leading to and including a resolution, and a note of any actions taken and decisions reached will be kept on the confidential personnel file and will be retained until the accused has reached normal pension age or for a period of 10 years if that is longer. However, where an issue or concern relating to a member of staff and the safeguarding of children has been identified, records of any concerns, suspicions or investigations will be kept for 75 years. Such records will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

The School will provide information regarding a substantiated allegation for the purposes of future references and DBS disclosures in accordance with the School's safer recruitment procedures. In cases where allegations are found to be false, malicious or unsubstantiated, reference will not be made in employer references.

Learning lessons

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

This should include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not suspension was justified.

Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. The LADO and case manager should consider how future investigations of a similar nature could be carried out without suspending the individual.

Appendix 3 Confirmation of receipt of Safeguarding Policies and Training in the Staff Code of Conduct, the School's Whistleblowing Procedures, DSL details, Part one of KCSIE and What to do if you're worried a child is being abused

NEW STAFF

Name: _____

Date of joining school: _____/_____/_____ Date of induction: _____/_____/_____

Name and designation of staff member responsible for induction: _____

- I confirm that I have received, read and understand the School's Safeguarding and Child Protection Policy, including the procedure for reporting concerns about a child.
- I confirm that I have been provided with, have read and understand part one of Keeping Children Safe in Education.
- I confirm that I have read and understand the Staff Code of Conduct, Pupil Behaviour Policies Missing Pupil Procedures and Whistleblowing Code
- I can confirm that I have read and understood What to do if you're worried a child is being abused (March 2015)
- I confirm that I have been made aware of my duty to safeguard and promote children's welfare (see below).
- I confirm that I know the identity and the role of the Designated Safeguarding Lead and deputy and how to contact them.
- All school staff are valued members of the school community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for children. All school staff should:
- place the safety and welfare of children above all other considerations
- treat all members of the school community, including children, parents, colleagues and governors with consideration and respect
- adhere to the principles and procedures contained in the policies in our safeguarding portfolio and in teaching and learning policies
- treat each child as an individual and make adjustments to meet individual need
- demonstrate a clear understanding of and commitment to non-discriminatory practice
- recognise the power imbalances between children and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- understand that school staff are in a position of trust and that sexual relationships with a school pupil constitutes an offence
- be alert to, and report appropriately, any behaviour that may indicate that a child is at risk of significant harm

- encourage all children to reach their full potential
- never condone inappropriate behaviour by children or staff
- take responsibility for their own continuing professional development
- refrain from any action that would bring the school into disrepute
- value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice
- Report, any situation where their behaviour, or the behaviour of another adult towards a pupil, raises concern or has the potential to be misinterpreted so as to raise the concern of others.

Signature:

Date: / /

Please sign and return this form to the Designated Safeguarding Lead:

DSL Signature:

Date: / /

Appendix 4 School Welfare Concern Note

NB you should speak to the DSL (or Deputy DSL) about your concerns before completing this form. You should complete this form after speaking to the DSL to create a record of a welfare concern (e.g. pupil broke down in class or at home; persistent or worrying anxiousness/stress; significant event that the pupil seems to be finding difficult to cope with; indications of self-harm; persistent unexplained absence; diagnosis of depression; referral to psychiatrist/psychologist);

Pupil Name:

Class:

Your Name:

Date of this record:

Description of welfare concern (explain what your concerns are, your observations of the child and any observations by other staff or pupils/parents. Where appropriate provide dates/times):

Have you spoken to the child? (If yes, use the child's own words):

Have you spoken to anyone else about your concern? (If yes, who?):

Is this the first time you have been concerned about this child? (If no, provide further details of previous concerns, or any relevant history.):

Further comments/additional information:

Please now send this Note by email to the DSL and Deputy DSL

The DSL and/or Deputy DSL will review the information contained in this form and convene a pupil support meeting to discuss and address the concerns.

Appendix 5 Child Protection record of concern information form

NB you should speak to the DSL (or Deputy DSL) about your concerns before completing this form. Issues that might have raised a safeguarding concern include: evidence of significant harm or significant risk of harm from neglect; emotional abuse; physical abuse; sexual abuse or exploitation; radicalisation; missing from education; FGM, etc.
NB: If you do not have certain information, such as the child or family's ethnicity, do not delay handing in the form.

Pupil Name: Class:

Your Name:

Date of this record:

Description of safeguarding concern (explain what your concerns are, your observations of the child and any observations by other staff or pupils/parents. Where appropriate provide dates/times):

Has the child disclosed? (If yes, use the child's own words; if no, provide details of the source of the concern):

Have you spoken to anyone else about your concern? (If yes, who?)

Is this the first time you have been concerned about this child? (If no, provide further details of previous concerns, or any relevant history.)

Further comments/additional information

The DSL and/or Deputy DSL will review the information contained in this form and convene a pupil support meeting to discuss and address the concerns.

Appendix 6 DSL and Deputy DSL Responsibilities

The broad areas of responsibility for the two DSLs are as follows and taken from Annex B of KCSIE:

A6.1 Managing referrals

The Designated Safeguarding Lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- 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.

A6.2 Work with others

- 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 (all cases which concern a staff member);
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child) and/or
 - Police (cases where a crime may have been committed).
- Liaise with the DSL, as appropriate, to inform him/her of safeguarding issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- 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.

A6.3 Training requirements: DSL and Deputy DSL

The DSLs and Deputy DSLs will receive regular training, at appropriate intervals, as and when required, (at least annually), to provide them with the skills and knowledge required to carry out the role and to keep up with any developments relevant to their role.

The DSLs and Deputy DSLs should undertake Prevent awareness training and also training in assessing and managing risks and managing reports and/or disclosures of sexual violence and sexual harassment. CSCP hold regular meetings each term for DSL's and the DSL and/or the DDSL attends annually.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be 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 in order that they can:

- 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 locally agreed procedures for child protection and inter-agency working, in particular how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the School's Safeguarding Policy and procedures and the Staff Code of Conduct especially new and part time staff.
- Be alert to and support the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand and support the school with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them.

A6.4 Raising Awareness

The DSL will ensure the School's policies are known, understood and used appropriately:

- Ensure the School's Safeguarding Policy and Staff Code of Conduct are reviewed annually and that procedures and implementation are updated and reviewed regularly in light of changes in local procedures and national statutory requirements and guidance, and work with Governance regarding this.
- Ensure the Safeguarding Policy and Staff Code of Conduct are available publicly (through the School web-site) and parents are aware of the fact that referrals about suspected abuse or neglect must be made and the role of the School in this.
- Link with the local authority to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

In addition to the above responsibilities as set out in KCSIE, the DSL will:

- Ensure that all staff have received the required training and have signed to indicate that they have read and understood this policy, the Staff Code of Conduct which includes detail of additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils, and Part One of KCSIE, and that they know who the DSL and Deputy DSL are;
- Ensure that all staff are re-trained as and when required and that an accurate record of staff attendance of induction and refresher training is maintained.
- Notify CSCP if a child with a child protection plan is absent for more than two days without explanation.
- Consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum, for example through Information and Communications Technology (ICT), Personal, Social and Health Education (PSHE) and/or Sex and Relationships Education (SRE).
- Ensure appropriate safeguarding responses are in place and are implemented to deal with pupils who go missing from the School, in particular any pupils who go missing on repeat occasions. The School has a separate Missing Pupil Procedure.
- Understand safer recruitment procedures and processes and be able to apply them as a member of

- an appointment panel.
- Have overall responsibility for online safety.

A6.5 Child Protection File

- Where children leave the School, ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file, [and that the child's social worker is informed], ensuring secure transit and that confirmation of receipt is obtained.
- In addition to the child protection file, consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives
- When a new pupil, who has a child protection file, joins the school, ensure key staff such as deputy DSL and the rest of the safeguarding team are aware, as required.

A6.6 Previously Looked After Children (Care Leavers)

- Designated safeguarding leads should also have details of the local authority Personal Advisor appointed to guide and support any child who is a care leaver, and should liaise with them as necessary regarding any issues of concern affecting the care leaver.

A6.7 Availability

- During term time the designated safeguarding lead (or a deputy) will always be available (during school or college hours) for staff in the school to discuss any safeguarding concerns.
- Whilst generally speaking the designated safeguarding lead (or deputy) is expected to be available in person, though in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.
- The designated safeguarding lead will ensure adequate and appropriate cover arrangements for any out of hours/out of term activities.

A6.8 Deputy DSL

- The deputy DSL will be trained to the same standard as the DSL. In the absence of the DSL, the functions of the DSL will be carried out by the deputy DSL. In this policy, reference to the DSL includes the deputy DSL where the DSL is unavailable.

Appendix 7 Responsibilities of Governance in the management of safeguarding

Governance will ensure that it (and, as appropriate, the School's leadership team and all staff) comply(/ies) with all requirements outlined in Part two of Keeping Children Safe in Education, including that:

- There are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- There is an effective and statutorily compliant child protection policy and procedures in place, together with a Staff Code of Conduct (which should include acceptable use of technologies, staff/pupil relationships and communications including the use of social media) and that these are provided to all staff (including, as and where necessary, to temporary staff and volunteers, based on a proportional risk based approach) on induction;
- A DSL and deputy are appointed and that they have the appropriate authority and the time, funding, training, resources and support to fulfil the role and responsibilities as outlined in Appendix 6;
- The School contributes to inter-agency working in line with statutory guidance Working Together to Safeguard Children (2018) through effective implementation of the child protection policy and procedures and good cooperation with local agencies;
- The School's safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Local Authority
- A named member of Governance:
 - has oversight of child protection matters, including monitoring of the School's legal duty to refer to the Disclosure and Barring Service;
 - liaise with the local authority and/or partner agencies on issues of child protection and
 - instigate and oversee the annual review of this policy, which will include formal terms of reference incorporating best practice and/or independent corroboration and inspection of records.
- The School has statutorily compliant procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headmaster (see part four of KCSIE as updated for 2021 and Appendix 2 of this document);
- The School also has procedures in place to handle allegations against other children;
- The School has appropriate procedures in place to keep looked after children safe. In particular, that appropriate staff have the information they need in relation to a child's looked after legal status and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated safeguarding lead should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.
- The School operates safer recruitment policies and procedures that include the requirement for at least one member of a recruitment panel to have undertaken safer recruitment training and for appropriate checks to be made in line with national guidance (see part three of KCSIE as updated for 2021 and the School's Safer Recruitment policy and handbook).
- The School operates an effective training strategy that ensures all staff, including the Headmaster, receive child protection training, with refresher training at appropriate levels, as and when required (at least every two years, with updates as required) in accordance with Local Authority guidance.
- The DSL and deputy receive refresher training at appropriate levels, as and when required (at least annually).
- An annual review of safeguarding is instigated, carried out and approved and that the minutes of Governance meetings record in detail the relevant discussion and actions taken in carrying out and

approving their annual review of safeguarding.

- Where necessary, an appropriately trained and informed teacher is appointed to promote the educational achievement of any child who is 'looked after'
- Appropriate safeguarding responses are in place to deal with pupils who go missing from the School (see Missing Pupil Procedure), in particular any pupils who go missing 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.
- Where there is a safeguarding concern, the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems should be in place for children to express their views and give feedback and any systems and processes should operate with the best interests of the child at their heart.

Governance recognises:

- Its responsibility to ensure that they have appropriate training and information so that they are equipped with the knowledge and skills to fulfil their functions.
- The importance of information sharing between professionals and local agencies as detailed in Working together to safeguard children and Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.
- that while the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.
- Although inter agency working and information sharing are vital in identifying and tackling all forms of abuse, it is clear they are especially important to identify and prevent child sexual exploitation.
- Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Governance will ensure the child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:
 - assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
 - children with SEN and disabilities can be disproportionately impacted by things like bullying-without outwardly showing any signs; and
 - communication barriers and difficulties in overcoming these barriers.
- Its responsibility to assist all staff in taking responsibility for safeguarding as part of an overarching approach.
- Its responsibility to ensure children are taught about safeguarding, including online, through teaching and learning opportunities, as part of a broad and balanced curriculum.
- The expertise staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity will therefore be provided for all staff, particularly those with safeguarding experience, to contribute to and shape safeguarding arrangements and child protection policy.
- Its responsibility to ensure that the Child Protection policy reflects the different gender issues that can be prevalent when dealing with peer on peer abuse.
- Its responsibility to ensure sexting and the School's approach to it is reflected in the child protection policy.
- Its responsibility to ensure that the safeguarding arrangements take into account the procedures

and practice of the Local Authority a part of the inter-agency safeguarding procedures set up by the Local Authority. This includes understanding and reflecting local protocols for assessment and the Local Authority threshold document along with supplying information as requested by the CSCP.

- That the department for education has published detailed advice to support Schools in the case of a report of child on child sexual violence or sexual harassment. This advice includes:
 - what sexual violence and sexual harassment look like,
 - important context to be aware of,
 - related legal responsibilities for schools and colleges and
 - advice on a whole school or college approach to preventing child on child sexual violence and sexual harassment.

Appendix 8 Headmaster's responsibilities in the management of safeguarding

- Ensure that the safeguarding and child protection policy and procedures adopted by the Governance, particularly concerning referrals of cases of suspected abuse and neglect, are implemented and followed by all staff;
- Allocate sufficient time and resources to enable the DSL and deputy to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
- Ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively. Reporting wrongdoing by staff in the workplace will be dealt with in accordance with the school's Whistle Blowing procedures disciplinary procedures, and/or the procedures set out in this policy as appropriate
- Ensure that children's safety and welfare is addressed through the curriculum.
- Receives the required child protection training and training in order to understand safer recruitment procedures and processes and be able to apply them as a member of an appointment panel and to deal with allegations made against members of staff and volunteers.

Appendix 9 Early Help provided at LHS

- Designated protected daily form times and PSHE when pupils are in contact with a Form Tutor, e.g. Registration and Form Time.
- Pupils know how to ask for help anonymously or through a trusted adult (Via notice boards, concerns box, PSHE lessons).
- PSHE curriculum explores emotions and strategies to develop positive relationships.
- Staff meetings allow staff to collate and track information on vulnerable pupils, as well as the opportunity for discussion regarding any child who may be in need of additional support.
- Additional support referrals can be suggested by any member of staff and are approved through SMT.
- Values of the school such as Tolerance and Kindness are celebrated in assembly and Form Time.
- Anti-Bullying Week, Safer Internet Day, Mental Health Week are celebrated through guest speakers and a series of assemblies and follow-up Form Time sessions.
- Broad extra-curricular programme (including art, music, drama, sport) to allow pupils plenty of opportunity to build self-esteem, connection and a sense of belonging, explore forms of creative and/or musical therapy, take regular exercise
- PSHE lessons that provide education on protective factors for strong mental health and self-help
- Personal Learning Plans formulated in support of pupils in need
- Absence from school is closely monitored and appropriate arrangements made to allow for the continuing education of the pupil at home, where required
- Learning support is provided for pupils with SEN. Pupils may also be referred for assessment by an Education Psychologist

Appendix 10 – COVID-19 Camden Safeguarding guidance

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

Published 27 March 2020

The Department for Education updated three sets of guidance on Friday including new guidance on safeguarding, which is available [here](#). This highlights that although KCSIE still applies, the following are key areas in which schools will wish to modify their safeguarding policies and practices as a result of the changes forced by Covid19. Schools should still prioritise the safety and welfare of children and continue to make referrals to the MASH where there are concerns.

Key Points:

- Review School Child Protection Policies to reflect new arrangements in response to COVID-19 – keep under review as circumstances continue to evolve. An annexe or addendum is sufficient
- Take note of any advice from the Camden Safeguarding Children Partnership.
- The DSL or their deputy must be available at all times. If a DSL isn't available on site, schools could consider either having their trained DSL or deputy available by phone or online video, or sharing DSLs or deputies with other schools and colleges, who would be available by phone or video.
- Where a trained DSL or deputy is not on site, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site.
- Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details
- Schools should ensure all their staff and volunteers know "on any given day" who their available DSL or deputy is, and how to speak to them
- DSLs or deputies who have been trained will continue to be classed as a trained DSL (or deputy), even if they miss their refresher training.

- Where children are attending another setting schools should do “whatever they reasonably can” to provide the new school with “any relevant welfare and child protection information”
- For LAC, changes should be led and managed by the local authority virtual school head who has responsibility for the child.
- Schools should continue to follow safe recruitment procedures to ensure any staff or volunteers are suitable to work with children.