



Head: Mrs Annette Whatmough

DSL: Mrs Caroline Egginton

In the DSL's absence: Mrs Christine Moorby

EYFS: Mrs Julia Tiley (in absence Mr Lee Render)

Link Child Protection Governor: Rev Tara Hellings

Written: September 2009

Last Amended: September 2016

To be reviewed: September 2017

All can be contacted via the school office (01252 850121)

Overview

The School is committed to safeguarding and protecting the welfare of pupils and expects all staff to share this commitment.

St Nicholas' School's whole-school child protection policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. The policy also aims to make explicit the School's commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.

St Nicholas' School fully recognises the contribution it can make to protect the children and support the pupils in its care. There are three main elements to St Nicholas' School's child protection policy:

1. Prevention (positive school atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models).
2. Protection (following agreed procedures; ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns).
3. Support (to pupils and school staff and to children who may have been abused).

This policy applies to all employees and governors of St Nicholas' School. It also applies to volunteers and staff whilst working away from the School, for example, on a school trip. It also applies to the Early Years Foundation Stage provision.

Safeguarding is everyone's responsibility and anyone can make a referral to children's social services.

This policy can be made available in larger print or other accessible format if required.

This policy can be made available to parents upon request and is published on the School website.

This policy was drawn up in accordance with the Department for Education guidance 'Keeping Children Safe in Education' (Sept 2016, KCSIE), and 'Working together to Safeguard Children', the Education (Independent School Standards) (England) Regulations March 2015 (WT), Prevent Duty Guidance: for England and Wales (July 2015) (Prevent) and the local inter-agency procedure of the Hampshire Safeguarding Children Board. This is reviewed annually by the school and the Governing Body and any deficiencies or weaknesses remedied without delay.

Aim

Schools do not operate in isolation. Child protection is the responsibility of all adults and especially those working with children. St Nicholas' School aims to help protect the children in its care by working consistently and appropriately with child protection agencies; Children's Services (by child's address), NSPCC and Social Services.

The School ensures all reasonable measures are taken to:

- operate safe recruitment procedures for all staff and volunteers who work with children and young people
- carry out all necessary checks on the suitability of people serving on the governing body of the School
- follow the local inter-agency procedures of Hampshire Safeguarding Children Board – Looked after children (children who have suffered abuse and/or neglect), attended review meetings and Personal Education Plan (PEP) meetings, completion of a Common Assessment Form (CAF)
- make prompt and detailed reports to the DBS where the School ceases to employ or use the services of an individual because they were considered unsuitable to work with children. Ceasing to use a person's services includes, for example, dismissal, no longer using staff employed by contractors, no longer using volunteers. It is important that reports include as much evidence about the circumstances of the case as possible.

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility and legal duty to protect children from abuse. Every member of the School community must inform the Designated Safeguarding Lead for Safeguarding where they have concerns that child abuse is taking place in accordance with the child protection procedure below.

The school will in every case obtain a statement of assurance that appropriate child protection checks and procedures have been followed by staff employed by other organisations e.g. contractors or those working in other institutions on another site.

Within St Nicholas' School there are individuals with special responsibilities:

- A **Designated Safeguarding Lead for Safeguarding ("DSL")** who will coordinate matters relating to child protection issues. The DSL is the Deputy Head (Pastoral). The role will include:
 - acting as a source of support, advice and expertise for staff
 - dealing with reports of abuse against children
 - dealing with complaints against staff (employees of St Nicholas' School) and volunteers by children
 - dealing with complaints against the Head by children – these will be raised by the DSL directly with the Chair of Governors
 - making contact with the Hampshire's children's social care where there are concerns that a child may be in need of help or at risk

- making contact with the Hampshire's Independent Schools Designated Officer in relation to allegations against someone working in the school
 - making contact with the police if a criminal offence is suspected, also links with Hampshire Safeguarding Children Board.
 - keeping the Head fully informed of all child protection issues that may arise (save where they involve the Head)
 - ensuring all staff, full or part-time, permanent or temporary (employees of St Nicholas' School) and voluntary staff receive regular safeguarding and child protection updates but at least annually
 - ensuring that all new staff (employees of St Nicholas' School) and volunteers are properly inducted in child protection policies and practice
 - keep detailed accurate secure written records of referrals and/or concerns
 - representing the School at child protection conferences and providing information relevant to the case conferences
 - liaising with the Nominated Link Governor for child protection on all matters relating to child protection
 - ensure parents are informed of action taken under these procedures in relation to their child (where appropriate)
 - ensure this policy is updated and reviewed annually and work with the governing body regarding this
 - ensure that where a pupil leaves the School their child protection file is copied to the new establishment as soon as possible and all such records are separate from pupil records, until the child's 25th birthday.
- A **Nominated Link Governor** with special responsibility for child protection who will liaise with the DSL on matters relating to child protection issues and will participate in the annual review of the policy. Any concerns relating to the Head will be raised with the Chair of Governors.
 - The Head of the Foundation Stage will be **responsible for child protection in the EYFS** setting and will bring any concerns to the DSL who will make a referral as appropriate.
 - Form Tutors as part of their pastoral role:
 - act as sympathetic adults whom children may approach with their concerns
 - will inform the DSL of any child protection issues brought to their attention.
 - **The Head** will be informed of all allegations against staff, volunteers and the DSL. If the Head is absent, allegations should be reported to the Chair of Governors. When dealing with any allegations made by the children against the DSL – these will be recorded and raised directly with the Chair of Governors.
 - **The Designated Officer** will provide advice and preside over the investigation of any allegation or suspicion of abuse directed against anyone working in the school.

Training and Support

St Nicholas' School ensures that the DSL, the Head, the Head of the Foundation Stage, the nominated DSL if the DSL is unavailable or off-site and the Nominated Link Governor for child protection receive training relevant to their role at least every 2 years.

The School also ensures that **all** its teaching and support staff are kept informed about child protection issues through a programme of Staff Inset and regular updates. This training helps staff to identify signs of abuse and possible neglect at the earliest opportunity and to respond in a timely and responsive way.

All staff have a responsibility to ensure they understand this policy and the School's safeguarding procedures.

All staff, including temporary staff and volunteers, are provided with induction training, at point of entry that includes:

1. The school's child protection and safeguarding policy
2. The staff code of conduct.
3. The identity of the DSL
4. A copy of Part 1 of KCSIE Sept 2016

FOUNDATION STAGE POLICY ON THE USE OF MOBILE PHONES AND CAMERAS BY STAFF

Mobile phones

Mobile phones must be kept out of view in the classroom. Mobile phones are not to be used when in a supervisory capacity with the children, either indoors or outdoors. In non-contact times staff may find a discrete place to make urgent calls. Staff are not permitted to use mobile phones or other mobile devices to photograph children.

Cameras

School cameras are provided to allow practitioners to photograph the necessary development and learning activities. Photographs are to be downloaded on to classroom computers. No live copies of photographs should be stored on personal computers.

Staff are permitted to take home still photographs to enable them to work with them on developmental records.

These policies are written to safeguard both staff and children, and this should be born in mind when reading them.

Professional Confidentiality

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of child protection.

The School will keep all records confidential and ensure they are kept securely in a locked location. Staff, pupils and parents should be aware however that disclosure of information may be necessary to the police or social services in order to safeguard and promote the welfare of children.

Records of Monitoring

Well-kept records are essential to good child protection practice. St Nicholas' School is clear about the need to record any concerns held about a child or children within its care, the status of such records and when these records should be passed over to outside agencies.

Bullying incident

A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Procedures laid out in the anti-bullying policy will be followed. If appropriate it will be referred to the local authority.

Review

This policy will be reviewed on an annual basis by the Governing Body. In the event that any deficiencies or weaknesses are identified in the School's Child Protection policies and procedures these will be remedied without delay.

The report of the review will be forwarded to the Department for Education as part of the school annual census return.

Procedures

Stage 1: Initial concern or complaint

It can take a great deal of courage for a child to talk to an adult about their abuse because the child is 'telling' on someone more powerful than they are. Therefore this should be kept in mind: the child may be having to betray a person who is not only close to them but also loved by them and they are risking a great deal in the hope that you will believe what they say.

If a member of staff hears, suspects or has cause for concern that abuse is taking place, they must:

- Remain calm, approachable and receptive. Do not pre-judge, make assumptions or speculate. Do not make negative comments about the alleged abuser.
- Listen carefully, without interrupting. You must **not** ask leading questions.
- Make it clear that you are taking the matter seriously
- Reassure the pupil and explain that you need to pass on the information to the DSL who will ensure the right action is taken. You must not guarantee absolute confidentiality.
- Let them know what may happen as a result of their disclosure.

What to do next:

- You must make an immediate, careful record of what has been said, using the child's actual words wherever possible (not your interpretation of them). If you record opinions, ensure these cannot be confused with the facts.
- Immediately contact the DSL and the Head (if the Head is absent contact the Chair of Governors).
 - If the allegation involves the DSL, immediately contact the Head without first informing the DSL.
 - If the allegation involves the Head, immediately contact the DSL (who will raise the matter directly with the Chair of Governors) without first notifying the Head.

A decision will be made based on your report, judging whether the issue should be referred to outside agencies or not.

In the absence of the DSL the Chair of Governors should be informed immediately.

- Record, in writing, the fact that you have reported the situation to the DSL; this is for your own protection.
- Remain caring and supportive to the child.

There is no more to your role.

Stage 2: Action by the DSL

The DSL will be informed immediately by an employee, pupil or parent of the School or other persons, in the following circumstances:

- suspicion that a child is being abused
- there is evidence that a child is being abused
- in the event of a complaint made by a child against an employee of the School

The DSL will:

- take into account Hampshire Safeguarding Children Board's local interagency procedure
- keep a full record of reports made in a separate confidential file
- consider the wishes of the pupil concerned (taking into account the pupil's maturity and understanding), provided they have been properly informed and consulted. Circumstances may arise where the pupil's wishes need to be overridden.
- consider the parents' wishes, provided informing the parents does not put the pupil at risk and they have no interest which would conflict with the pupil's best interests.
- consider the nature and seriousness of the concern or complaint and whether to make a referral (under stage 3 below) to child protection agencies.
- Keep the Head informed (except where the allegation involves the Head in which case the Chair of Governors will be informed).

Stage 3: What Happens Next?

Once a concern or complaint has been reported to the DSL, the DSL will make a decision in conjunction with the Head (unless the allegation involves the Head) about whether to make a referral.

The Head and DSL should not make their own decision over what appears to be borderline cases. If there is room for doubt that as to whether a referral should be made, the DSL and the Head will consult with the Hampshire Children's Services Department on a no names basis.

The School will not do anything that may jeopardise a police investigation. As soon as sufficient concern exists that **a child is at risk of significant harm/immediate serious harm**, the DSL or staff member will refer the matter **immediately** to the local authority children's social care services (and in any event within 24 hours of disclosure or suspicion of abuse), **without further investigation within the School**.

The DSL will confirm their referral in writing within 48 hours and if no acknowledgment is received from children's services within three working days, the DSL will contact the LA children's services again.

All further responsibility for gathering information and deciding what happens next will rest primarily with Children's Services. In some cases, a brief assessment might reveal the child to have needs which can be met by providing specific support. In other, more serious cases, the information provided to agencies by the DSL will trigger a full child protection investigation.

Contact details:

Children with Aldershot and Fleet, Farnborough, Farnham, Alton, Basingstoke and Church Crookham addresses will be referred to:

Hampshire County Council Children's Services:

0300 555 1384 – 8.30 to 5.00pm.

0300 555 1373 – out of hours number

LADO for Independent Schools – Eric Skates (retires end of October 2016) – 01962 876364

Barbara Piddington and Mark Blackwell to be contacted whilst a replacement is appointed

Email: childrens.services@hants.gov.uk

Hampshire Police: 101

Surrey County Council's Children's Services

0300 123 1630

01483 517 898 – Emergency Duty Team (out of hours)

LADO for Independent Schools – 0300 123 1650

Email: LADO@surreycc.gov.uk

Surrey Police: 101

NSPCC Child Protection Line: 0808 800 5000

Childline: 0800 1111

Allegations against pupils

A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, it will be referred to the local authority.

Where an allegation is made against a pupil of the School, the School's Policy to Promote Good Behaviour (Parent Handbook) shall apply. The School will take advice from Children's Services as to appropriate action to ensure the safety and welfare of all members of the School community involved including the alleged abuser. Parents will be informed as soon as possible, unless it is not in the best interests of the child to do so (see Anti Bullying Policy - Academic & Parent Handbooks).

Allegations against staff (including volunteers)

The School's procedure for managing allegations against staff follows the Department for Education guidance KCSIE Part 4 (2016) and LSCB local arrangements.

The School's whistleblowing policy (see section in Staff Handbook) enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

The procedure below is followed when staff or volunteers have (or 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 indicated that he or she would pose a risk of harm if he or she work regularly or closely with children.

All staff, governors and volunteers (including those senior pupils in a position of responsibility) have a responsibility to familiarise themselves with this policy so that they can understand what to do if they receive an allegation against a member of staff or have concerns about the behaviour of a member of staff.

The School will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. The School will liaise with Hampshire's Designated Officer, police and children's services as to managing confidentiality appropriately.

Procedure for managing allegations against staff

1. An allegation made against teachers and other staff (including volunteers who work with children) must be reported immediately to the Head. Should the initial allegation first be made to the DSL or any other member of staff then the DSL or that member of staff must either request the person raising the allegation to report it to the Head or if that is not possible to pass details of the allegation to the Head immediately.

Where the allegation is made against the Head, the person must immediately inform the Chair of Governors, or in their absence the Governor responsible for Child Protection, without first notifying the Head.

If the allegations involve the DSL or the Chair of Governors, the person must immediately inform the Head without first informing the DSL or the Chair of Governors.

2. The Designated Officer will be informed of all allegations which appear to meet the above criteria.
3. The Head will discuss the matter with the Designated Officer – immediately or within one working day at the latest and where necessary, the Designated Officer will obtain further details of the allegation and the circumstances in which the allegation was made. The School will act in accordance with an advice given by the Designated Officer and will not investigate allegations or inform any individuals without the Designated Officer's consent. If a crime may have been committed, the matter should be reported to the police.
4. The School may take action in the event of allegations against staff in accordance with its disciplinary procedures. The report will be submitted to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed or would have been dismissed had they not resigned for "unacceptable professional conduct" or "conduct that may bring the profession into disrepute" or a "conviction at any time for a relevant offence". Where a dismissal does not reach the threshold for earlier DBS referral consideration will be made for NCTL referral.
5. If the member of staff (including a volunteer or Governor) is deemed unsuitable to work with children and the School may cease to use their services, the School will make a detailed and prompt report to the Disclosure and Barring Service (DBS), as soon as possible but certainly within one month of any person (whether employed, contracted, a volunteer or a student) who is considered no longer suitable to work with children. The DBS address for referrals is PO Box 181, Darlington DL1 9FA (Tel: 01325 953 795). A referral to the DBS may now require a referral to be made to the NCTL as well.
6. *Early Years Foundation Stage* – the Head will inform Ofsted as soon as reasonably practicable and at the very latest within 14 days of the allegation being made of any allegation of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere).

Suspension

Suspension will not be an automatic response to an allegation but will be considered where the circumstances warrant it, including:

- there is cause to suspect a child or other children at the School is or are at risk of significant harm
- the allegation warrants investigation by the police
- the allegation is so serious that it might be grounds for dismissal
- it is necessary to progress the investigation.

If suspension is deemed appropriate, the reasons and justifications will be recorded by the School and the individual will be notified of the reasons usually within one working day.

Duty of care

The School recognises that it has a duty of care towards its employees and will ensure support is in place for individuals facing an allegation. Individuals should be informed of concerns or allegations and given an explanation of the likely course of action as soon as possible, unless external agencies object to this. A representative will be appointed by the School to keep the individual informed of progress of the case and to consider what other professional support is available and appropriate for the individual.

Record keeping

The School will keep a clear and comprehensive record of any allegation made, the action taken and decisions reached. The School will provide the accused person with a copy of the record following consultation with the appropriate agencies and agreement has been reached as to what information can be disclosed.

The record will be kept confidentially on the personnel file.

Malicious or unfounded allegations

The Head will consider whether to take disciplinary action in accordance with the School's Policy on Promoting Good Behaviour where an allegation by a pupil is shown to be malicious or deliberately invented.

The allegation will also be removed from the personnel records and will not be included in references. The child's behaviour will be dealt with as a breach of school policies.

Timescales

It is in everyone's interest for cases to be resolved as quickly as possible consistent with a fair and thorough investigation.

Review

This policy will be reviewed on an annual basis by the Governing Body. In the event that any deficiencies or weaknesses are identified the School's Child Protection policies and procedures will be remedied without delay.

APPENDIX 1: Guidance

Part 1 - Good Practice

Children trust and depend on adults to protect and safeguard them from harm. It is therefore our responsibility as adults who come into contact with children on a daily basis to report any suspicions or evidence of abuse which may have occurred or is occurring to a young person whether it is outside or inside School and whether we are a paid employee or volunteer.

Children in Need:

A child in need is defined, in law if:

- they are unlikely to achieve or maintain or to have the opportunity to achieve or maintain a reasonable standard of health or development without provision of services from the local authority
- their development is likely to be significantly impaired, or further impaired, without the provision of services from the local authority
- the child has a disability.

Children at risk:

A child at risk of harm, is one that must be suffering, or likely to suffer, significant harm. That the harm or likelihood of harm must be attributable to one of the following:

- the care given to the child, or likely to be given if the order were not made, not being what it would be reasonable to expect a parent to give
- the child being beyond parental control

Supporting Children at Risk

St Nicholas' School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. St Nicholas' School may be the only stable, secure and predictable element in the lives of some of the children under its care. The School, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

St Nicholas' School also recognises that some children who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support.

St Nicholas' School will endeavour to support all its pupils through:

- the curriculum, to encourage self-esteem and self-motivation
- the School ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued
- a coherent management of behaviour
- a consistent approach which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all pupils are supported within the School setting

- liaison with other professionals and agencies who support children and parents
- a commitment to develop productive, supportive relationships with parents whenever it is in the child's interests to do so
- the development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in child protection issues

St Nicholas' School recognises that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.

St Nicholas' School also recognises that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support and protection.

Our Role

- to keep our eyes and ears open
- to report and discuss concerns about abuse with the DSL
- to be excellent adult role models

NB: Identifying and investigating actual child abuse is the responsibility of child protection agencies.

Sharing concerns with Parents

Generally this is to be encouraged, but in cases that may come under the child protection umbrella, the DSL after discussion with the concerned member of staff, will discuss concerns with parents if appropriate. If concerns still exist after discussing the matter with parents, the issue may be a child protection one and should be reported immediately.

All non-academic members of staff should discuss their concerns immediately with the DSL.

When is it not Appropriate to Share Concerns with Parents?

Do not share concerns with parents if you believe that you may put the child at greater risk, or if you suspect that abuse is occurring for which they appear to be responsible. Under these circumstances report immediately to the DSL.

Handling Inappropriate Behaviour from Colleagues

It is our responsibility to behave well in all our dealings with children and specifically with children for whom we have a duty of care.

If, however, you believe that a colleague is behaving inappropriately, you must immediately follow the procedures laid down in the child protection policy. Loyalty to colleagues should not and must not deflect us from our duty of care to the children within the School. The rule is: safety and wellbeing of children comes first.

If you receive an allegation about any adult (or even about yourself) including members of staff, the Head, the DSL volunteers or students, you must report this immediately to the appropriate person listed above. Record the facts as you know them and follow the child protection procedures. Always refer, never investigate.

Part 2 - Principles of Good Practice

Safety

- The School must ensure that the site is a clean and safe environment for children.
- All staff must have an up to date copy of the child protection policy and know who the DSL is.
- The School must ensure that all accidents are recorded in the accident book.
- The School must ensure that it has an accurate and up to date database detailing contact numbers and medical information. These databases are confidential and stored safely.
- The School must ensure that there are regular safety audits of all equipment (first aid kits, fire extinguishers, telephones etc) and practise the fire drill.
- The School must ensure that a responsible adult is on site when children arrive and ensure the full safety of children whilst on site.

Recruitment, General Supervision and Code of Conduct

- When recruiting staff and volunteers the School must ensure all appropriate checks are made including enhanced DBS checks, completion of the 'disqualification by association' form, ensuring compliance with Independent Schools Standard Regulations, the Early Years Foundation Stage statutory framework and the details recorded in the School's central register (see section in Staff Handbook – Recruitment and Selection Policy and Code of Conduct).
- For volunteers, checks that regular training as specified by Hampshire Safeguarding Children Board must be completed.
- The School must keep a careful check on all visitors and guests whether their visit is by invitation or unsolicited.
- The School must ensure that there are sufficient staff (male/female balance) to run all activities.
- All school staff must be an adult role model for children and young people: courteous, friendly and kind. No member of staff should make suggestive or discriminatory comments.
- All school staff should respect children and young people at all times regardless of their sex, ethnicity, disability or sexual orientation.
- No member of school staff must ever allow or engage in inappropriate verbal or physical contact of any description. It is easy for certain types of behaviour to be misinterpreted.
- All school staff should be firm and fair with children. Favouritism should be avoided, as should singling out troublemakers. All staff should keep in mind the distinction between bad behaviour and the child exhibiting unacceptable behaviour.
- No member of school staff should allow children or adults to engage in abusive activities such as initiation rites, ridiculing or bullying.

- All members of staff should redirect excessive attention-seeking behaviour into positive activity where possible.
- The School must develop an ethos that allows staff to feel comfortable and caring enough to point out any inappropriate attitudes or behaviour to each other.
- The School must encourage children to trust their own feelings about adult behaviour and to assert their right to determine (within sensible limits) the behaviour with which they are comfortable.
- All school staff should avoid unobserved one to one contact with a child or young person for example entrance examinations, one to one tuition or coaching sports. When such a situation is unavoidable, the door must be left open and a colleague must be within sight and hearing.
- Staff should not engage in inappropriate email or text or other form of electronic communication with pupils (see the Staff Handbook for the Social Media and Whistleblowing Policies).
- No male member of staff may enter an all female room/dressing room etc or vice versa.
- All school staff should report disclosures or concerns to the DSL.
- School staff should never trivialise child abuse issues.
- In cases where personal care tasks are required, school staff must carry out these tasks with the knowledge and agreement of parents.
- No member of school staff should drive or walk a young person home on their own unless the circumstances are exceptional. In any one to one situation that is not a clear and proper part of your work you put yourself at risk of false allegations.

Whistleblowing

(Refer to the Whistleblowing Policy in the Staff Handbook)

The whistleblowing policy is to enable members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, breach of trust, negligence, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct. The policy also provides if necessary, for such concerns to be raised outside the organisation. All staff have a responsibility to speak up about safeguarding welfare matters within the School and to external agencies where necessary.

Allegations

- Never let allegations by a child or young person go unrecorded or unreported, including any made against you. In all instances the DSL must be informed.
- If you receive a disclosure it is important to reassure the child that what he/she says will be taken very seriously and everything possible done to help.

Protective Behaviours

Teaching 'protective behaviours' is part of the School's PSHE programme. Children and young people are therefore made aware of the following:

- Potential dangers and how to avoid them.
- That if in trouble they should find an appropriate person in authority such as a teacher or policeman.
- That sometimes it is all right to scream and shout to attract attention if they think they are in danger.
- That they should not have to accept touching, kissing or language that makes them feel uncomfortable.
- That adults will listen to them if they reveal a secret.
- Their right to say 'No' if someone tries to touch them in a way that frightens or confuses them.
- That their bodies are their own, particularly their sexual organs
- Online risks – internet, intranet (school network), FROG (school VLE) and email, desktop computers, laptops and tablet computers, iPads and mobile phones (Refer to Parents Handbook – Use of IT and Internet Safety Policy)

Conclusions: Key Points

- If you are concerned about a child or young person, or suspect that abuse is taking place, it is your statutory duty to act on it by reporting as directed by the School's child protection policy.
- You must always report your concerns immediately, whether this is inappropriate adult behaviour, a false allegation, a disclosure from a child or you merely have concerns about a child. Never wait to 'see what happens'.
- Never question a child or try to investigate yourself. You could prejudice a case by probing for more information than is given. If an investigation is necessary it will be handled by child protection professionals.
- Ensure that your own behaviour is appropriate at all times and never believe that 'it won't happen to me'.
- Make sure you have in your possession a copy of the School's child protection policy and that you are well acquainted with its contents. This is a requirement.

APPENDIX 2 - TYPES OF CHILD ABUSE AND THEIR POSSIBLE SIGNS/SYMPTOMS

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Child abuse manifests itself in a wide variety of ways and can be categorised into four distinct categories:

- 1. Physical Abuse**
- 2. Sexual Abuse**
- 3. Emotional Abuse**
- 4. Neglect**

Physical Abuse

This involves physical injury to a child, including deliberate poisoning, attempted drowning or smothering, and Munchausen's syndrome by proxy, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Typical signs of Physical Abuse are:

- bruises and abrasions - especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child. Some types of bruising are particularly characteristic of non-accidental injury especially when the child's explanation does not match the nature of injury or when it appears frequently.
- slap marks – these may be visible on cheeks or buttocks.
- twin bruises on either side of the mouth or cheeks - can be caused by pinching or grabbing, sometimes to make a child eat or to stop a child from speaking.
- bruising on both sides of the ear – this is often caused by grabbing a child that is attempting to run away. It is very painful to be held by the ear, as well as humiliating and this is a common injury.
- grip marks on arms or trunk - found in babies who are handled roughly or held down in a violent way. Gripping bruises on arm or trunk can be associated with shaking a child. Shaking can cause one of the most serious injuries to a child, i.e. a brain haemorrhage as the brain hits the inside of the skull. X-rays and other tests are required to fully diagnose the effects of shaking. Grip marks can also be indicative of sexual abuse.
- black eyes/bilateral black eyes - are most commonly caused by an object such as a fist coming into contact with the eye socket. N.B. A heavy bang on the nose however, can cause bruising to spread around the eye but a doctor will be able to tell if this has occurred.
- damage to the mouth - e.g. bruised/cut lips or torn skin where the upper lip joins the mouth.
- bite/teeth marks.
- fractures - in children less than 2 years.
- poisoning and other misuse of drugs - e.g. overuse of sedatives.
- burns and/or scalds - a round red burn on tender, non-protruding parts like the mouth, inside arms and on the genitals will almost certainly have been deliberately inflicted. Any burns that appear to be cigarette burns should be cause for concern.

Some types of scalds known as 'dipping scalds' are always cause for concern. An experienced person will notice skin splashes caused when a child accidentally knocks over a hot cup of tea. In contrast a child who has been deliberately 'dipped' in a hot bath will not have splash marks.

- unexplained injuries or refusal to discuss them
- fear of medical treatment
- self destructive tendencies
- unexplained patterns of absence that could be in order to hide injuries.

Sexual Abuse

The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The key elements in any definition of child sexual abuse are:

- betrayal of trust and responsibility
- abuse of power for the sexual gratification of the abuser

Typical signs of Sexual Abuse are:

- a detailed sexual knowledge inappropriate to the age of the child.
- behaviour that is excessively affectionate or sexual towards other children or adults.
- attempts to inform by making a disclosure about the sexual abuse often begin by the initial sharing of limited information with an adult. It is also very characteristic of such children that they have an excessive pre-occupation with secrecy and try to bind the adults to secrecy or confidentiality.
- a fear of medical examinations.
- a fear of being alone – this applies to friends/family/neighbours/ baby-sitters, etc.
- a sudden loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa.
- physical contact, including assault by penetration (for example rape or oral sex)
- excessive masturbation is especially worrying when it takes place in public.
- kissing, rubbing and touching outside of clothing
- promiscuity.
- unusually explicit or detailed sex play in young children.
- sexual approaches or assaults - on other children or adults.
- pregnancy, urinary tract infections (UTI), sexually transmitted disease (STD) are all cause for immediate concern in young children, or in adolescents if his/her partner cannot be identified.
- bruising to the breasts, buttocks, lower abdomen, thighs and genital/rectal areas. Bruises may be confined to grip marks where a child has been held so that sexual abuse can take place.
- discomfort or pain particularly in the genital or anal areas.
- the drawing of pornographic or sexually explicit images.
- 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
- Appears at school with unexplained gifts or new possessions, has an older boyfriend or girlfriend, goes missing for periods of time or regularly returns home late

Emotional Abuse

The severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional ill treatment or rejection. Its diagnosis will require medical, psychological, psychiatric, social and educational assessment.

All abuse involves some emotional ill treatment - this category should be used where it is the main or sole form of abuse.

The typical signs of Emotional Abuse are:

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

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs (for example, by exposure to any kind of danger, including cold and starvation), which results in serious impairment of the child's health or development, including non-organic failure to thrive. Persistent stomach aches, feeling unwell and apparent anorexia can be associated with physical neglect.

The typical signs of Neglect are:

- Underweight – a child may be frequently hungry or pre-occupied with food or in the habit of stealing food or with the intention of procuring food. There is particular cause for concern where a persistently underweight child gains weight when away from home, for example, when in hospital or on a school trip. Some children also lose weight or fail to gain weight during school holidays when school lunches are not available and this is a cause for concern.
- Inadequately clad - a distinction needs to be made between situations where children are inadequately clad, dirty or smelly because they come from homes where neatness and cleanliness are unimportant and those where the lack of care is preventing the child from thriving.

Neglect is a difficult category because it involves the making of a judgement about the seriousness of the degree of neglect. Much parenting falls short of the ideal but it may be appropriate to invoke child protection procedures in the case of neglect where the child's development is being adversely affected.

The Symptoms of Stress and Distress

When a child is suffering from any one or more of the previous four 'categories of abuse', or if that child is 'at risk', they will nearly always suffer from/display signs of stress and distress.

An abused child is likely to show signs of stress and distress as listed below:

- a lack of concentration, a sudden change in/a fall-off in school performance;
- extreme passivity or aggressive/hostile behaviour;
- moodiness, depression, irritability, listlessness, fearfulness, tiredness, temper tantrums, short concentration span, acting withdrawn or crying at minor occurrences;
- difficulties in relationships with peers/social isolation;
- regression to more immature forms of behaviour, e.g. thumb sucking;
- *self mutilation/self harming or suicidal behaviour;
- low self esteem;
- wariness, insecurity, running away or truancy - children who persistently run away from home may be escaping from sexual/physical abuse;
- disturbed sleep/tiredness;
- general personality changes such as unacceptable behaviour or severe attention seeking behaviour;
- fear of medical treatment;
- unexplained patterns of absence to hide injuries;
- 'chronic' medical problems (stomach pains/headaches);
- drug/solvent abuse;
- telling of a 'friend with a problem of abuse';
- *anorexic/bulimic;
- excessive fear of certain situations or people

Parental Signs of Child Abuse

Particular forms of parental behaviour that could raise or reinforce concerns are:

- implausible explanations of injuries;
- unwillingness to seek appropriate medical treatment for injuries;
- injured child kept away from school until injuries have healed without adequate reason;
- a high level of expressed hostility to the child;
- grossly unrealistic assumptions about child development;
- general dislike of child-like behaviour;
- inappropriate labelling of child's behaviour as bad or naughty.

Online safety

The use of technology has now become a significant component of many safeguarding issues. Technology often provides the platform that facilitates harm, particularly regarding peer on peer abuse, sexual predation, child sexual exploitation and radicalisation. There is a wide range of issues classified within online safety, but they can be categorised into three areas of risk:

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

- contact: being subjected to harmful online interaction with other users
 - conduct: personal online behaviour that increases the likelihood of, or causes, harm
- (see Use of ICT and Internet Safety Policy)

Looked After Children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Head should ensure that staff, have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they should ensure that appropriate staff; via the DSL, have the information they need in relation to a child's looked after status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) 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 **DSL** should be responsible for holding the details of the child's social worker and any other relevant contacts.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. 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 cyber-bullying 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.

For further details refer to 'Safeguarding update May 2014.' WT (working together) to Safeguard Children, March 2015).

Honour Based Violence (HBV)

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation, forced marriage and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and the school will handle them as such. If in any doubt staff should speak to the DSL. If a concern is raised regarding a child that might be at risk of HBV, the school will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with the Police and Children's Services.

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 this 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. Professionals 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, or may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines. FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK. As of October 2015 it is mandatory for teachers to report to the police cases where they discover that an act of FGM appears to have been carried out.

For further details refer to 'Safeguarding update WT March 2015.'

Forced Marriage (FM)

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly (WT, March 2015).

All staff are advised to maintain an attitude of 'it could happen here' where safeguarding, radicalisation, honour based violence, forced marriage and child sexual exploitation are concerned.

Radicalisation and Extremism Policy

Rationale

In today's modern world, children may be exposed to many radical and extremist views, both through the people they may meet and through a wide range of media.

Policy and Procedure

Children at St Nicholas are privy to a host of avenues where radicalisation and extremism is discussed.

- Students have assemblies on the topic and learn about what radicalisation and extremism are, with examples in the world. They are also taught about having their own voice and not always heeding the views of other people, especially if they have doubts about them.
- The PSHE curriculum covers aspects of radicalisation and extremism too, as well as the close links to bullying and rights.
- RS is taught across all Key Stages and students learn about the right and wrongs in society.

At St Nicholas School we encourage the use of external agencies or speakers to enrich the experiences of our students, however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our pupils.

We will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this.

Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

The school has an internal referral process whereby staff can flag up any concerns they have around radicalisation and extremism. Any colleague with concerns should complete

the R and E Concern Form and forward immediately to Caroline Egginton – Deputy Head (Pastoral) DSL.

All staff have the responsibility to disclose any concerns and should be alert to:

- Disclosures by students of their exposure to the extremist actions, views or materials of others outside of school, such as in their homes or community groups, especially where students have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Students accessing extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Local schools, Local Authority services, and police reports of issues affecting pupils in other schools or settings
- Students voicing opinions drawn from extremist ideologies and narratives
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Attempts to impose extremist views or practices on others
- Anti-Western or Anti-British views

Staff are advised to access Prevent awareness training, via the online general awareness training module on Channel.

http://course.ncalt.com/Channel_General_Awareness/01/index.html

The concern is logged and a timeline started. The Police and Social Services will be contacted.

The school has a risk assessment in place and also identifies pupils who may be at risk of R and E.

Please see Radicalisation and Extremism Risk Assessment and Concern Form.

The school works closely with the Police and their Prevent Agenda.

Contact details:

Hampshire Constabulary non-emergency number: 101

Email: prevent.engagement@hampshire.pnn.police.uk

Anti – Terrorism Hotline: 0800 789 321

DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and governors: 020 7340 7264 and counter-extremism@education.gsi.gov.uk.

Extremism material online: Report online content which you think might be illegal or which you find offensive, to this dedicated web page.

www.direct.gov.uk/reportingonlineterrorism.



Radicalisation and Extremism Risk Assessment

The School

Does the school have a policy	YES	
Does the school work with outside agencies on R and E	YES	Police and Social Care
Has the school got a nominated R and E Lead	YES	Caroline Egginton – Deputy Head (Pastoral) DSL
Do staff have a process to voice their concerns	YES	Internal Concern Form
Do children have a process to voice their concerns	YES	Form Tutor, Staff, Deputy Heads
Are there opportunities for pupils to learn about R and E	YES	PSHE, Assemblies and RS
Are there documented cases of R and E at the school	NO	
Is the school particularly prone to R and E	NO	Cohort of pupils are mainly white British
The school supports the British Legion by selling poppies in school. The local area has links to the Armed Forces – Aldershot, home of the British Army and Odiham, RAF. Some parents are in the forces.		
<u>Evaluation</u>	<u>LOW RISK</u>	Policy needs to be reviewed by Governing Body every new academic year. Assemblies and curriculum are sufficient to provide pupils knowledge of R and E and what to look for

The Pupils

Are pupils aware of what R and E is	YES	assemblies given by members of the SMT on topic and delivered through PSHE and RS
Are individual pupils risk assessed	YES	if an R and E Concern form is filled in. Pupils who are perceived to be vulnerable are identified early and flagged up to all staff
Pupils at risk	NONE	
<u>Evaluation</u>	<u>LOW RISK</u>	staff to continue to monitor cohort and continue to educate via appropriate curriculum content



Radicalisation and Extremism Concern Form

Student's name :	Staff logging concern :	Date:

Nature of concern – please tick

Inappropriate content on phone	Inappropriate material held by pupil
Overheard conversation	Propaganda material
Gang mentality	

Describe in as much detail as possible your concern and note any behaviours observed.

(continue on extra sheet and attach if necessary)

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Once complete please return this form immediately to Caroline Egginton, DSL.

MISSING PUPILS POLICY

St Nicholas is committed to the well-being and safety of all our pupils and ensuring that their whereabouts are known at all times. For the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation.

On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of missing pupils will be reported to the Head so that appropriate investigations may be made.

This policy applies to all members of our school community.

St Nicholas is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

School Procedures

Instructions for Registration

Tutors:

- If a pupil is present in your form at registration, mark them present.
- If a pupil is absent and you have not had confirmation from a parent or reception of the reason for this, they should be marked **N – no reason yet provided for absence**.
- If you have had confirmation from a parent or school office that a pupil is off school, they should be marked as an **authorised absence** with a note to clarify what confirmation has been received.
- Where a pupil is away for a specific reason – e.g. a school trip or medical appointment, you should use the relevant codes.
- **PLEASE DO NOT ACCEPT OTHER PUPILS' EXPLANATIONS FOR A CLASSMATE'S ABSENCE**

School Office

Any pupil who is late should register at the school office – Admin staff will then change the **absent** too **late**.

Admin staff will investigate any pupils marked as **absent**. Where there is a satisfactory explanation, Staff will change the **absent** to **authorised absence** with a note to this effect on the register.

If unable to contact parents for a satisfactory explanation, this **absence** will be changed to **authorised absence** within 24 hours of the child's return to school once a tutor or reception has been able to follow it up.

Where no explanation is forthcoming and it is clear that a pupil has tranted or has been allowed to miss school for holidays etc. without the Head's permission the register will be marked to show **unauthorised absence**.

A printout will be made twice each day to act as a fire register.

Missing Pupils

Where it has been established that a pupil is missing from school without explanation the following protocol must be followed:

- The Head or in her absence the Deputy must be informed
- Parents or an Emergency Contact (in the absence of parents) will be informed and asked to attempt to make contact with their child and inform the school if they are successful
- The Head or Deputy Head will arrange for a thorough search of the school premises

- Appropriate staff will be asked to speak to the missing pupils' peer group in order to establish knowledge of their whereabouts
- After discussion with the parents, the Head will contact the Police if no contact has been made with the missing pupil
-

Educational Visits

On Educational Visits– Lead Staff will follow these procedures in the event of a missing pupil.

Lost pupil on Outings Procedures

We attempt to minimise the opportunity of 'lost pupil' by ensuring they are properly supervised by a parent, carer or member of staff.

- If coach travel is part of the outing, the pupils will be counted onto the coach and double checked prior to leaving by taking the register. This safety procedure is explained to the pupils and they should be made aware of the importance of answering loudly and quickly if the register is taken at any time during the outing
- If a pupil is lost at the outing's venue, the supervisor of the group should alert the nearest adult but stay in the area where the pupil was last with them
- The teacher leading the outing will find out when the pupil was last seen and what clothes he/she was wearing. All other group leaders will be informed and will be asked to look for the pupil as they proceed with the outing with their group
- The teacher in charge will telephone the school and then alert officials at the venue that there is a missing pupil and take their advice
- The police will be telephoned to report the situation and staff will follow their advice
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the pupil back. If the parents are not on the outing, the Head will telephone the parents and advise them of the situation.