



SAFEGUARDING CHILDREN POLICY (WHOLE SCHOOL INCLUDING EYFS)

This document is also available to view on the School's website, in the information book and a hard copy on request.

This policy should be read and understood in conjunction with Section One of Keeping Children Safe in Education (September 2018), the School's Preventing Extremism and Radicalisation policy, Anti-Bullying Policy and Allegations of Abuse Policy.

The updated Working Together to Safeguard Children 2018 is a government document which makes clear what individuals, organisations and agencies must do to keep children safe, which runs alongside Keeping Children Safe in Education 2018. (KCSiE)

General Introduction

At Upton, we are committed to safeguarding and promoting the welfare of children and sharing this commitment. It is recognised that all staff/volunteers play an important role in identifying potential cases of child abuse to provide support as soon as a problem emerges at any point in a child's life. It is also important that all relevant agencies involved in the prevention of child abuse co-operate together for the benefit of the child. Upton House has a designated teacher for child protection, who liaises with Children's Services departments and teachers in school. For this procedure to work, it relies on the skills and expertise of every class teacher and adult within school to recognise and/or report concerns. Safeguarding at Upton House is everyone's responsibility.

At Upton House School the Deputy Head, Mrs Kate Newcombe holds the ultimate lead responsibility for safeguarding, (DSL Designated Safeguarding Lead) assisted by the Headmistress, Mrs Rhian Thornton. (DDSL Deputy Designated Safeguarding Lead). Their training is ongoing and includes child protection, working with interagencies and any informal updates. Other staff members/volunteers have training every year in our INSET programme. Temporary staff are also made aware of the arrangements and procedures relating to safeguarding (including reading this document) and Prevent as part of their induction. The EYFS has one trained designated practitioner Mrs Sue Bish. The governing body has an appointed member who is the Designated Governor, Mrs Sue Cairns, who is trained every 2 years. The Council of Management review the policy and procedures throughout the year and the efficiency with which the related duties have been discharged. All staff/volunteers have total commitment to safeguarding and child protection. They raise children's awareness about themselves through Personal, Social and Health Education (PSHE) and Spiritual, Moral, Social and Cultural development (SMSC) and develop a trusting climate so that children feel able to talk and share their thoughts and feelings. Children are taught that they have the right to say 'No'. Any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Upton House has a policy of partnership between home and school but with child abuse, or suspicion of child abuse, our first and only responsibility is to the child. Parent's permission must be sought before discussing a referral about them with other agencies, unless permission seeking may itself place a child at risk of significant harm. This may mean that parents are not always informed or consulted. Suspected cases are reported, procedures adhered to and subsequent actions are left to the appropriate agencies.

The Procedure for a Child Complaining About One or More Other Pupil(s)

Children, through the PSHE and SMSC programme, are taught how to promote and safeguard their own welfare. This offers extensive advice and guidance for children which includes internet usage and online safety. The child is encouraged to confide in an adult they trust who then follows the normal procedure; ie report the matter to a DSL.

Safer Recruitment Procedures

Upton House has a written policy and procedure for recruitment. We follow all recommendations and check through the enhanced DBS (Disclosures and Barring Service) and other pre-employment checks the suitability of the applicant to work with children. At least one member of the Senior Leadership Team (SLT) are trained in the safer recruitment programme. See Upton's Recruitment, Selection & Disclosure Policy & Procedure.

Any staff from other organisations who work with our children undergo an enhanced DBS check and are sent a copy of Section One Keeping Children Safe in Education (updated September 2018) e.g. sports coaches, musicians.

Staff are expected to fill in the Due Diligence form on the shared area for any visitors or speakers coming into school.

Guidelines

A **Child in Need (CiN)** is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of service; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989.

All staff should be aware of the process for making a referral as any member of staff can make one and may be asked to support other agencies and professionals in early help assessment, in some cases acting as the lead professional.

In reporting concern or suspicion, all adults must follow the procedures. The DSL will then follow the Royal Borough of Windsor and Maidenhead's Child Protection Procedures whenever an allegation of abuse has been made. (Local Safeguarding Partnership)

These procedures are kept

- to ensure Early Help and avoid delay
- to protect every child's welfare and safety, including children with Special Educational Needs (SEN) or disabilities
- to provide consistency
- to protect staff/volunteers
- to ensure that if further action is taken by another agency, then the school has followed the protection procedures

Staff/volunteers are in contact with children and are in a position to detect possible abuse. They must not think that by voicing concern they are necessarily starting procedures. The criteria should be that they have 'reasonable suspicion' and under the Children Act 1989 section 47 this definition has been extended to include 'or may suffer in future'.

If a child discloses abuse or staff/volunteers are suspicious, the member of staff/volunteers involved should:

- listen to the child and record what was said in the child's language
- report immediately to the DSL
- keep a written, dated and timed record of any relevant information such as signs of injury or other evidence
- not speak to the parents
- be clear at the onset of the discussion that the information will have to be passed on
- stop the child giving a full disclosure – hear enough to raise concerns
- make clear that confidentiality cannot be promised to a pupil giving evidence

It is very important in these cases that prompt and correct procedures are followed under the Royal Borough of Windsor and Maidenhead's Protection Procedures.

Staff/volunteers have an important role in hearing what children have to say. The school can provide a neutral place where the child feels it is safe to talk. Sensitivity to the disclosure is vital. Staff/volunteers must listen carefully to what the child is saying, treat it seriously and value what they say.

Children may feel that they will not be believed or that they will be punished. Staff/volunteers will need to say that whatever has happened it is not the child's fault. Fear of the consequences of telling is very common. It can be very tempting to offer a promise of confidentiality to the child. This is not realistic. The child needs to hear the truth about what will happen, together with a commitment to support the child. It is crucial not to ask leading questions. Our role is to enable the child to speak and then know what to do next.

Referral

If in exceptional circumstances, the safeguarding team are not available, this should not delay appropriate action being taken.

When deciding whether to make a referral following any allegation or suspicion of abuse, the DP should not make their own decision over what appears to be borderline cases, but rather the doubts and concerns should be discussed with the **Multi Agency Safeguarding Hub (MASH) RBWM 01628 683150**. This may be done for advice. However, the name of the child must be given even if no further action is needed. What appears trivial at first can later be revealed to be much more serious and an allegation of child abuse or neglect may lead to a criminal investigation. Upton staff will not do anything that may jeopardize a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

Children at significant risk of harm who are in need of additional support from other agencies should be reported to Children's Services immediately.

Children who reported as a concern or have a need are monitored through the school's safeguarding procedures with referral if appropriate.

Any referral will be passed on to the Children's Services department within 24 hours as detailed in Appendix 1 Code of Conduct for Staff.

- Allegations against staff, volunteers or the designated person with responsibility for safeguarding should be reported to the DSL.
- It is also advised that the designated person should be contacted (unless he or she is the object of the allegation), since the designated person will have received higher level of safeguarding training.

- If the DSL or DDSL are absent the allegation should be passed to the Designated Governor.
- If the allegations concern the DSL or DDSL the person receiving the allegation should immediately inform the Designated Governor.
- In case of serious harm, the police should be informed at the outset.

The Charity Commission updated guidance on serious incident reporting in relation to safeguarding in September 2017. The Guidance states that a serious incident is one which is an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work, beneficiaries or reputation

Dealing with Allegations Made Against Staff and/or Volunteers

Upton House has a written policy and procedure for dealing with allegations made against staff/volunteers (see Staff Handbook). It is an important element of discharging the statutory duty to safeguard and promote the welfare of children. Preventing those who might wish to harm or abuse them from entering or remaining in the workforce is of paramount importance.

- Staff/volunteers must ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil, for example, in one-to-one tuition, sports coaching, engaging in inappropriate electronic communications with a pupil.
- All staff/volunteers should be made aware of the school's behaviour/discipline policy.
- An allegation is dealt with fairly, quickly and consistently with reference to "Keeping Children Safe in Education". The DP has undergone online training provided by the NSPCC in Safer Recruitment.

If a pupil or parent makes a complaint of abuse against a member of staff/volunteer, the person receiving the complaint must take it seriously and immediately inform the DP. He or she should also make a record of the concerns including details of anyone else who witnessed the incident or allegation. The DSL will not investigate the allegation itself or take written or detailed statements but will assess whether it is necessary to refer the matter to the **Local Authority Designated Officer (LADO) 01628 685325** in accordance with the safeguarding procedures. In doing so the DSL will consult with the relevant agencies. If the allegation constitutes a serious criminal offence it will be necessary to contact LADO before informing the member of staff/volunteer. If the complaint made to a member of staff/volunteer concerns the DSL or DDSL, the person receiving the complaint will immediately inform the Designated Governor.

If a member of staff has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned Upton House recognises it is a legal duty to make a referral to the DBS (a failure to refer when the criteria are met is a criminal offence). If we know or have a reason to believe that an individual is barred, it is an offence to allow the member of staff to carry on working.

Any allegation against another member of staff must be passed on to the LADO.

If LADO becomes involved the information needs to be reported to the charity commission as a serious incident.

Support Following a Disclosure

All staff and children will be supported by the DSL throughout the process and if giving evidence in court.

Supporting Staff/Volunteers

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the DSL. He/she can seek support from the Designated Governor or from the local Safeguarding Children's Board if required.

Supporting Children with Specific Needs

The School recognises that children with special educational needs or disabilities are more vulnerable. Staff should be particularly alert to the potential for early help for a child who:

- Is disabled and has specific additional needs
- Has special educational needs (whether or not they have a Education Health Care Plan)
- Is a young carer
- Is frequently missing/goes missing from care or home
- Is misusing drugs or alcohol
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- Has returned home to their family from care

Why?

- A child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. She/he may feel helpless, humiliated and blame him/herself.
- School may provide the only stability in the life of a child who has been abused or who is at risk of harm.
- The behaviour of the child may range from that deemed to be normal to aggression or withdrawal.
- These children can be more prone to peer group isolation than other children.

The school will support all pupils by:

- Encouraging self-esteem and self-confidence whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies in the safeguarding of children.
- Consider extra pastoral support for these children.

Counter-Terrorism and Safeguarding Pupils

Extremism goes beyond terrorism and is defined as vocal or active opposition to fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Extremists

often target the vulnerable by seeking to sow divisions between communities on the basis of race, faith or denomination, justifying discrimination towards women and girls, seeking to persuade others that are minorities are inferior, or arguing against the primacy of democracy and the rule of law in our society. (Government Counter Extremism Strategy)

Upton House actively promotes fundamental British values, as appropriate for the age of the pupils. Upton recognises the role it plays in building the resilience of children to extremism and radicalisation by actively promoting their spiritual, moral, social and cultural development (see Preventing Extremism and Radicalisation, RE, SMSC and Education Visits Policies).

Staff will undergo training in Prevent-related activities as part of their local authority safeguarding training.

Confidentiality

Upton House has a written policy on Confidentiality for Pupils.

All matters relating to Safeguarding are confidential.

The DSL will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff/volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. Information does need to be shared with next schools.

All staff/volunteers must be aware that they cannot promise a child to keep secrets.

The safeguarding governor will feedback with numbers of low level concerns and referrals to the Council of Management

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff/volunteers fail to do so. We will ensure that all the staff/volunteers are made aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the DSL. A member of staff/volunteer who has behaved towards a child or children in a way that indicates that he/she may pose a risk of harm to children should be reported.

Record Keeping

When a child has made a disclosure, the member of staff/volunteer should:

- Make brief notes as soon as possible after the conversation using the safeguarding concern form.
- Not destroy the original notes in case they are needed by a court
- Record the day, date, time, place and any noticeable non-verbal behaviour and the words used by the child. Add any siblings to the form
- Use one of the body maps to show any injuries
- Record statements and observations rather than interpretations or assumptions
- All records need to be given to the DSL promptly. No copies should be retained by the member of staff/volunteer.

The names of any children who are causing concern and who need monitoring will be kept in the locked filing cabinet with the Deputy Head, to which only the safeguarding team have access to. Staff/volunteers are kept informed of any child in their class who is on this register. Teachers must inform the DSL of any changes/additions so that this list can be kept up-to-date.

RBWM Social Care Referral and Assessment Team 01628 683150 (Emergency Duty Team Referrals after 5.00pm 01344 786543) – offer advice and guidance on child protection issues. Practitioners can contact the duty officer and ask for advice only. Police 0845 8505 505.

If practitioners want to share or discuss any child protection concerns contact:-
Helen Young – (RBWM) 01628 796684

Reporting to the DBS (Disclosure and Barring Service)

Any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children must be reported to the DBS (P O Box 181, Darlington, DL1 9FA – 01325 953795) within one month of leaving the school. We also report to the NCTL (National College for Teaching & Leadership) if appropriate.

Disqualification by Association

Staff caring for children under the age of eight are asked to complete a self-declaration form advising whether or not, to the best of their knowledge, they or another person living or working in their household is disqualified from working with children. In turn, those managing staff caring for under-eights are also asked to complete a self-declaration form. If the self-declaration form reveals anything of concern, the individual is removed with immediate effect from working or managing under-eights whilst the matter is investigated.

School Attendance

At Upton House we see education as a partnership between the family and the school. We are committed to providing the highest quality education for your child and we look to you to support his objective. All pupils are required to be in school before 8.45am. The school day ends at 3.20, 3.30 or 4.00pm, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff. Pupils are normally expected to leave by 5.45pm.

Pupils are not allowed to leave the site during the school day unless accompanied by a member of staff for trip or visit, a sporting fixture, the dates of which will have been notified to you in advance.

Requests for absence must be made in writing and reach the school at least 2 days in advance (except in an emergency, when parents are asked to telephone the school before 8.30am). Requests for exceptional absence (ie absence for days other than religious festivals, medical or dental appointments or for illness) should be sent to the Headmistress at least a week in advance.

If your child is ill, please email or telephone the school before 8.30am on the first day of absence.

We always send parents term dates over a year in advance in order that you can arrange your holidays without disrupting your child's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term time.

The safeguarding team will look into absences for all children throughout the year.

Links to related school policies

[Designated Person job description](#)

[Prevent Duty Risk Assessment](#)

[Anti-bullying](#)

[PSHE](#)

[SMSC](#)

[Missing child](#)

[Staff recruitment](#)

[Staff induction](#)

[E-safety policy](#)

Signs and Symptoms

This is intended as a guide. Please remember that the presence of one or more factors does not necessarily give proof that child abuse has occurred. It may, however indicate that an investigation should take place.

- unexplained delay in seeking treatment which is needed
- incompatible explanations for any marks on body or unusual behaviour
- constant minor injuries
- unexplained bruising
- bite marks
- burns and scalds
- cigarette burns on body
- unresponsiveness in the child
- soiling and wetting
- change in behavioural patterns
- 'frozen' look
- attention seeking behaviour
- apprehension with adults or in certain situations
- antisocial behaviour
- persistent unkempt appearance
- sexually inappropriate behaviour
- inappropriate sexualised drawings and play
- sudden poor performance in school
- poor self-esteem
- self-mutilation
- withdrawal from friends or peer group
- running away from school or home
- reluctance to go home after school
- resistance to PE (undressing)
- difficulty in forming relationships with peers or adults
- confusing affectionate displays
- poor attendance
- repeated untreated medical infections

Definitions of Child Abuse

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 a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy, or Munchausen syndrome by proxy.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child although it may occur alone.

Runaway or Missing Children

See policies for the supervision of children and missing children.

Looked After Children and Previously Looked After Children

A previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep these children safe. When dealing with looked after children/previously looked after children it is important that all agencies work together and prompt action is taken on any concerns to safeguard these children.

Designated teachers will have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders. (Children and Social Work Act 2017)

The teacher should also work with the virtual school head to promote the educational achievement of previously looked after children.

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 practice 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, including breast ironing, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place,

may have already taken place, can be found on pages 11-12 of the Multi-Agency Practice Guidelines. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. It is a statutory duty for teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18.

Child Sexual Exploitation (CSE)

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

2017 guidance from the Government Department for Education.

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.

Child on Child 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 physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.

Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult and school staff are supported and protected as appropriate. Cases are responded to on a case by case basis supported by children's social care and the police. (DFE 2018)

Following a report of sexual violence, the DSL should make an immediate risk assessment considering the victim, the perpetrator, all other children and staff.

Child Criminal Exploitation

Criminal exploitation of children is a geographical widespread form of harm that is a typical feature of country lines criminal activity. Drug networks or gangs groom and exploit children to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Domestic Abuse

Domestic abuse is any incident or pattern of incidents of controlling, coercing, 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. This can have a long lasting emotional and physical impact on children.

Forced Marriage

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

Honour Based Violence

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture.

Online Safety

See Acceptable use of the Internet policy and E-learning policy.

Peer on Peer Abuse

All staff should recognise that children are capable of abusing their peers. All peer on peer abuse is unacceptable and will be taken seriously.

Peer on peer abuse includes physical, (including initiating violence/rituals), emotional, sexual and financial abuse of young people by their peers. It can impact any young person, although the characteristics/experiences of some can be exploited by their peers, or missed by services, making them more vulnerable to abuse than others. It can be influenced by the nature of the environments in which young people spend their time and hinges upon young people's experiences of power, and ultimately the notion of consent. It can happen out of sight of adults in places such as toilets, playground, at sleep overs and online. It should not be tolerated or passed off as "banter" or "part of growing up."

Sexting

Sexting is when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude pics', 'rude pics' or 'nude selfies'. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference. However, once the image is taken and sent, the sender has lost control of the image and these images could end up anywhere. By having in their possession, or distributing, indecent images of a person under 18 on to someone else, young people are not even aware that they could be breaking the law as stated as these are offences under the Sexual Offences Act 2003.

Policies & Other Documents Relating to Safeguarding (annually reviewed)

Anti-Bullying including cyberbullying

Missing Children

Behaviour, Discipline & Exclusion

Data Protection

Acceptable Use of Mobile Phones

Acceptable Use of the Internet including taking, storing and using images of children

Drug & Drug Testing

Equal Opportunities

E-learning

First Aid

Health & Safety

Recruitment, Selection & Disclosure Policy & Procedure

Sex Education

Playtime Guidelines
Extended Day
Early Years Social & Emotional Development
Early Years Play
PSHE Curriculum
Educational Visits & Of-Site Activities
Food, Catering & Hygiene
Complaints Procedure
Admissions
Staff Handbook
Supervision of Children
Confidentiality Issues for Pupils
Use of computers, mobile phones and other electronic devices
Procedures when a member of staff, volunteer, DP faces allegations of abuse

Reviewed: September 2018
Person Responsible: KN

Appendix 1

Code of Conduct for Staff

Introduction

The safety and well-being of every pupil at Upton House is of paramount importance. Every child has the right to grow up and to live in a safe environment. All staff have a duty to protect pupils from abuse and bullying and to promote their well-being.

Every member of staff should read this code of conduct in conjunction with Upton's policy on Safeguarding Children, Section 1 Keeping Children Safe in Education (September 2018) policy for Pupils on Confidentiality, Recruitment, Selection and Disclosure Policy and Procedure and Supervision of Children policy. See also Staff Handbook for further details of teaching staff expectations Appendix to Section A3.

Safer Recruitment

Upton House follows the Government's guidelines for the safer employment of staff who work with children. We obtain enhanced Disclosure & Barring Service (DBS) certificates on all new members of staff, temporary staff, visiting and peripatetic staff, contractors' employees such as catering staff, who work unsupervised in the school. The Council of Management and parent helpers who have regular unsupervised access to children are also required to have up to date DBS certificates. More details are set out in our Recruitment, Selection and Disclosure Policy and Procedure and the Supervision of Children policy.

New staff and members of the Council of Management receive child protection training as part of their induction process. This training is repeated every three years.

Induction and Safeguarding Children Training

Staff new to the school receive individual safeguarding training from the DSL before they begin their teaching. Staff are expected to be familiar with Section One of Keeping Children Safe in Education September 2018. All leaders and staff who work directly with children must familiarise themselves with KCSIE Annex A. A handout is given at the time which gives a brief safeguarding summary and contains details of who to get in touch with. Staff receive training every year and updates as they appear via email, staff meetings.

Designated Person

At Upton House School the Deputy Head, Mrs Kate Newcombe is the Designated Safeguarding Lead and the Headmistress Mrs Rhian Thornton is the Deputy Designated Safeguarding Lead. The EYFS has one trained designated practitioners Sue Bish. They have been fully trained for the demands of this role and interagency working. They regularly attend courses with other child support agencies to ensure that they remain conversant with best practice. They undergo refresher training every two years and maintain close links with the Local Safeguarding Children Board (LSCB) for Berkshire. They report at least once a term to the Council of Management's Safeguarding Officer on child protection issues.

The school's records on child protection are kept locked in the Deputy Head's office and are separated from routine pupil records. Access is restricted to the safeguarding team. The file will be transferred to their new school, should they move on.

Promoting Awareness

Our curriculum and pastoral systems, enhanced by the house system and School Council, are designed to foster the spiritual, moral, social and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all of our pupils relate well to one another and feel safe and comfortable within the school. We expect all the teaching and medical staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our behaviour policy and enforcing our anti-bullying policy.

Time is allocated in PSHE, form time and School Council time to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, drama and RE lessons are used to promote tolerance and mutual respect and understanding. We promote the safe use of the Internet and mobile phones, inside and outside of school (see our policy Acceptable Use of the Internet) and hold an annual parent evening on Internet safety, as well as children's workshops with the organisation Childnet.

Interaction with Pupils

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, a sports coaching lesson or a learning support lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

Communication with Pupils

Staff should not give their personal mobile phone numbers to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones. The trip/group organiser on all trips and visits involving an overnight stay should take a school mobile phone with him/her. Mobile phones are not used in the classrooms and must be placed in lockers. Images on cameras are for use in school only and no images are taken home by staff except on school equipment for use with Tapestry observations. (See mobile phone policy, taking images policy)

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or another, must be always proportionate to the situation and then only as a last resort, when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the Headmistress who will decide what to do next.

If a Pupil Reports Abuse

Pupils who have a problem may speak to someone whom they trust. It is important that the member of staff sets the boundaries firmly at the outset of such a conversation, making it clear that no one can offer absolute confidentiality. A pupil who is insistent upon confidentiality should be referred to an external source, such as ChildLine. If the pupil is only prepared to speak if absolute confidentiality is guaranteed, the member of staff should terminate the conversation at that point. The adult should provide the DSL with a written account of what has transpired as a matter of urgency.

If a pupil decides to speak to a member of staff about the fact that either he/she, or a pupil known to them, is being bullied, harassed and abused the member of staff should:

- React professionally and remember that they are not carrying out an investigation (which is a task for specialists)
- Take what the child says seriously and calmly without becoming emotionally involved
- Make it clear why unconditional confidentiality cannot be offered (drawing on the policy for pupils on confidentiality issues as necessary)
- Explain that any adult member of staff is obliged to inform the DSL, if child protection or safeguarding issues are involved, in order that specialist help can be arranged
- Encourage the pupil to speak directly to the DSL
- Explain that only those who have a professional “need to know” will be told and if appropriate, measures will be set up to protect the pupil from retaliation and further abuse
- Reassure the child that he or she was right to tell and that he/she is not to blame for having being bullied or abused
- Allow the child to tell his or her own story without asking detailed or leading questions
- Record what has been said
- Inform the DSL as soon as possible – at least by the end of the morning/afternoon session of that day
- Inform the DSL immediately in cases where abuse from a member of staff is alleged or if the incident happened inside the school or on a school trip (if the DSL is unavailable, or is involved, the Safeguarding Governor must be told)
- If in exceptional circumstances the safeguarding team are not available, this should not delay the referral

Where there are evident signs of physical injury, that may (or may not) be the result of abuse or bullying, medical help should be summoned or the pupil should be taken to the medical room. In serious cases the police should be informed from the outset.

Action to Protect the Child

Information about possible abuse may come to a member of staff in several ways – direct allegation from a child that has been abused, through a friend, relative or other child, through a child’s behaviour or through observation of an injury to the child.

In the case of an allegation being made by the child concerned or by a third party it is important to remember that:

- Defendants have been acquitted where leading questioning or inappropriate investigation has been proven.
- It is vital that subsequent enquiries should not be prejudiced by detailed questioning in school.

A referral will always be made to the local Multi Agency Safeguarding Hub (MASH). The DSL will decide whether it is Early Intervention or a Child Protection issue and must fill the form in. The MASH staff will carry out an investigation and make the final decision. The DSL will consider how best to support and monitor the pupil concerned through the process of investigation, liaising closely with parents, carers, Local Safeguarding Children Board (LCSB), or other agencies involved to identify the support strategies that will be appropriate, within 14 days of any allegations of abuse involving any adult working or volunteering or governing at the school.

Whistle-Blowing

If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the DSL. Any concern will be thoroughly investigated under the school’s

whistle-blowing procedures and acted on as quickly as possible for a quick resolution. If there is evidence of criminal activity, the police will always be informed. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution.

We will not undertake our own investigation of allegations without first consulting the LADO. The police are for the most serious cases. The Safeguarding Governor will be informed. If the subject is the Headmistress then the Chair will be informed directly. (Helen Young – LADO (RBWM)). The LADO will agree a form of action in writing. Restrictions on publishing allegations from 2012 still stand and information can only be made public once the accused person is charged.

The DBS is then informed if a person's services are no longer used as well as the NCTL if appropriate. If there has been a sustained allegation against a member of staff Upton works with the LADO to determine whether there are any improvements to be made to our procedures or practice to help prevent similar events in the future.

If a child is suffering abuse from another child where there is "reasonable cause to suspect that a child is suffering, or likely to suffer significant harm" we will follow our procedure and local agencies will be informed.

Confidentiality

A member of staff who uses the whistle-blowing procedure is entitled to have his/her name protected from being disclosed by the DSL to the alleged perpetrator without his/her prior approval. However, it has to be recognised that his/her evidence may be required by the police to be used in any criminal proceedings.

Where a Member of Staff Has Concerns about a Pupil

If a teacher or other member of staff has concerns about any pupil or incident that touches upon child protection issues he or she should report them as soon as possible to the DSL. Any member of staff can make a direct referral if there is, at any point, a risk of immediate serious harm to a child. If the child's situation does not appear to be improving the staff member with concerns should press for reconsideration. Concerns should always lead to help for the child at some point.

Helen Young – Child Protection Co-ordinator for schools – 01628 796684
www.rbwm-safeguarding-children.org.uk

Those cases where additional support are needed from one of more agencies and are not at risk of suffering serious harm should follow our procedure through the DSL.

Parents

In general, we believe at Upton that parents should be informed about any concerns regarding their children. It is important that we are honest and open in our dealings with them. However, concerns of this nature must be referred to the DSL who will decide on the appropriate response. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation or place the child at further risk. In such cases advice will be sought from the LSCB or MASH.

Remember

Your aim should be to establish as quickly and accurately as possible the details of the injury or abuse and to take immediate action. Questioning should be brief and gentle using open rather than closed questions. Keep a note of what you heard and saw.

BETTER STILL..... with care and sensitivity, pass the pupil to the DSL immediately.

Safeguarding children is always our top priority.

Useful Contact Details

If you are concerned that a child may have suffered harm or neglect; if you are worried about what to do, please contact Children's Social Care in the local authority where the child lives or Thames Valley Police. RBWM early year's team can also offer advice.

RBWM MASH 01628 683150

Child Protection Conference Team 01628 683202

Slough Early Help 01753 690450

Reading MASH 0118 937 3641

Out of Hours Duty Team 01344 786543

Education Standards

Early Years Team 01628 796684 / 01628 796534

Thames Valley Police 999

NSPCC Helpline 0808 800 5000 help@nspcc.org.uk

NSPCC Whistle Blowing Helpline 0800 028 0285

Disclosure and barring Services 01325 953795 dbsdspatch@dbi.gsi.gov.uk

Parentline Plus 0808 800 2222

Local Authority Designated Officer (LADO) 01628 685325 (Sharon Richards)
(for allegations against staff, volunteers)

Ofsted Whistle blowing hotline 0300 123 3155
(Monday to Friday from 8.00am to 6.00pm)

www.thamesvalleypartnership.org
www.nspcc.org.uk
www.proceduresonline.com/berks

References and Links to Useful Websites

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741315/Keeping_Children_Safe_in_Education_2018_Part_One_14.09.18.pdf
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
www.everychildmatters.gov.uk
www.ecm.gov.uk/deliveringservices/contactpoint
www.teachernet.gov.uk/childprotection
www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused
www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance
www.gov.uk/government/publications/keeping-children-safe-in-education--2
www.gov.uk/government/publications/safeguarding-children-and-young-people-from-sexual-exploitation-supplementary-guidance
www.gov.uk/government/publications/prevent-duty-guidance
www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief
www.gov.uk/forced-marriage
www.gov.uk/government/publications/female-genital-mutilation-guidelines
www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance
www.privatefostering.org.uk
<http://www.nspcc.org.uk/inform>
<http://www.stopitnow.org.uk/>

Dealing with a Disclosure Summary

Guidance on how to respond to a child wanting to talk about abuse:	
<p>GENERAL POINTS</p> <ul style="list-style-type: none"> • Show acceptance of what the child says (however unlikely the story may sound) • Keep calm • Look at the child directly • Be honest • Tell the child you will need to let someone else know – don't promise confidentiality • Even when a child has broken a rule, they are not to blame for the abuse • Be aware that the child may have been threatened or bribed not to tell • Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen <p>HELPFUL THINGS YOU MAY SAY OR SHOW</p> <ul style="list-style-type: none"> • I understand what you are saying • Thank you for telling me • It's not your fault • I will help you 	<p>DON'T SAY</p> <ul style="list-style-type: none"> • Why didn't you tell anyone before? • I can't believe it! • Are you sure this is true? • Why? How? When? Who? Where? • Never make false promises • Never make statements such as "I am shocked, don't tell anyone else" <p>CONCLUDING</p> <ul style="list-style-type: none"> • Again reassure the child that they were right to tell you and show acceptance • Let the child know what you are going to do next and that you will let them know what happens • Contact the appropriate senior member of staff or agency • Consider your own feelings and seek pastoral support if needed



Upton House Safeguarding Concern Form

Name of person completing this report:	
Job title:	
Day of week and date:	Time:

This report should be filled in **IMMEDIATELY** following any incident which raises any concern about a child or adult at Upton House. Care must be taken to record the information accurately and confidentially. This form must be passed on to the Designated Person **AS SOON AS POSSIBLE**.

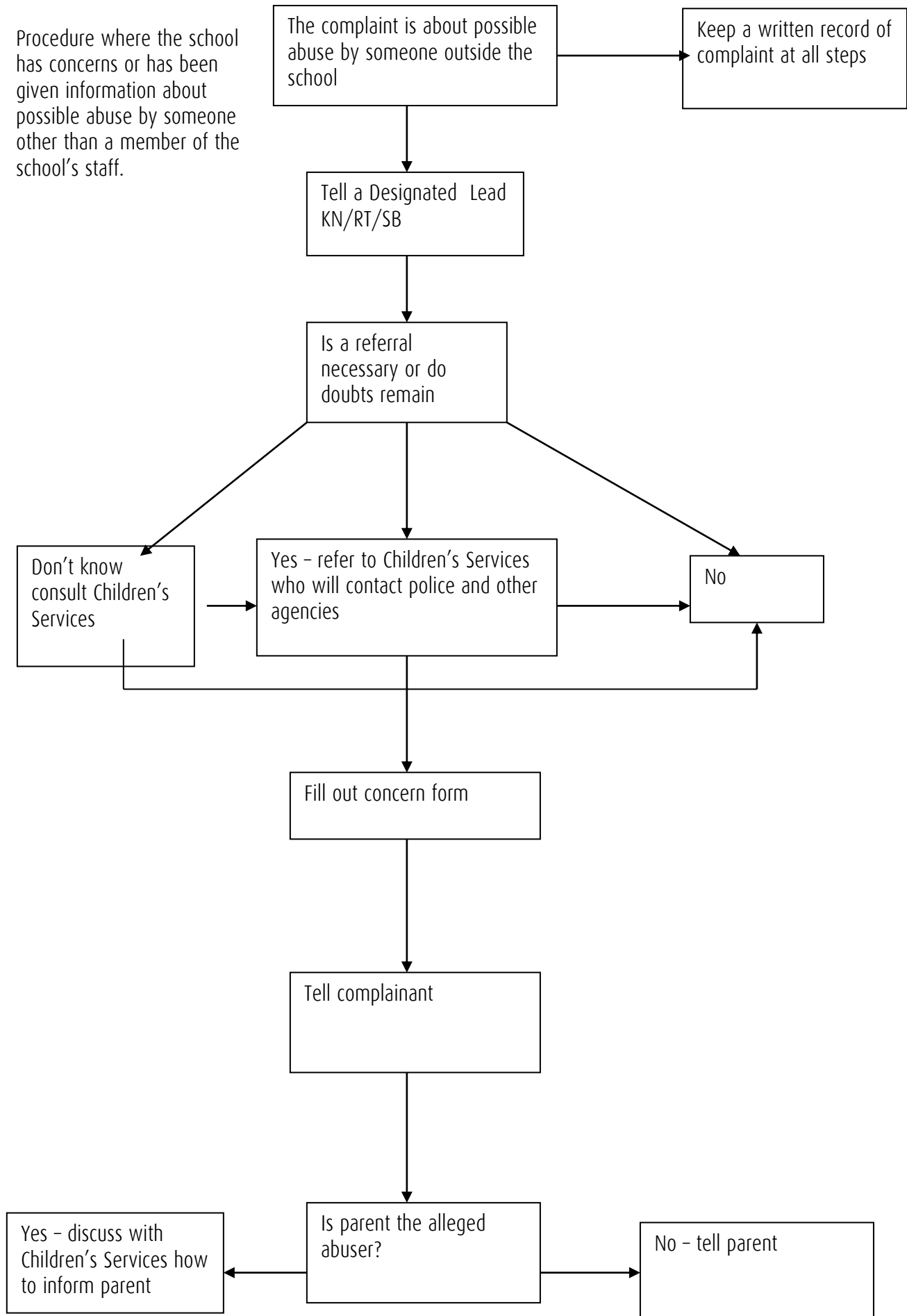
DETAILS OF INCIDENT	
Name of child:	
Siblings:	
Date of birth:	Form: Where you were:

Record here **EXACTLY** what you saw or heard, including the site of any injury (E.g. upper right arm), size/colour of any injury, or an exact record of what the child or adult said. Record any relevant comments made by yourself. (Avoid asking leading questions.) Attach addition sheet if required.

Signature:

Reported to DP	Time:	Date:
Action taken/No further action:		
Signed: (Designated person)		

Procedure where the school has concerns or has been given information about possible abuse by someone other than a member of the school's staff.



Procedure where a complaint has been made about possible abuse by a member of the school's staff/volunteer
 Designated Teachers = Rhian Thornton, Kate Newcombe, Sue Bish, Designated Governor Sue Cairns

