



# Huxlow Science College

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
Laura Gauvrit	Pastoral	January 2018	30-1-18	Annual	30-1-19

## SAFEGUARDING & CHILD PROTECTION POLICY

Policy Approver: Curriculum & Welfare Committee

### Version Control

Version Number	Date of Change	Changes Made
1.1	7/12/17	Updated to new Policy layout
	4/1/2018	Policy re-written in accordance with latest guidelines



# Huxlow Science College

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## 1. Policy Name

Safeguarding and Child Protection Policy

## 2. Policy Aims

Huxlow Science College aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

### OUR VISION

"Safe, happy and successful students who go on to become safe, happy and successful adults"

### OUR GOAL

"At Huxlow every individual is empowered to fulfil their potential"

### DEFINITIONS

**Safeguarding and promoting the welfare of children** means:

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

**Child protection** is part of this definition and refers to all activities undertaken to prevent children suffering, or being likely to suffer, significant harm

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and 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. Appendix 1 defines neglect in more detail.

**Children** includes everyone under the age of 18.

Everyone who works with children has a responsibility to keep them safe.

## 3. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education](#), and [Working Together to Safeguard Children](#), and the [Governance Handbook](#). We comply with this guidance and the procedures set out by Northamptonshire Local Children's Safeguarding Board.

This policy is also based on the following legislation:

- Section 175 of the [Education Act 2002](#), which places duty on schools and local authorities to safeguard the welfare of pupils
- [The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least one person on the school interview panel to be trained in safer recruitment techniques

- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- [The Children Act 1989](#), (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on school staff to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- Statutory [guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

#### 4. Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers

#### 5. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of [Northamptonshire Safeguarding Children Board](#). Our policy and procedures also apply to extended school and off-site activities.

##### 5.1 ALL STAFF

All staff will read and understand part 1 of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this guidance at least annually.

All staff will be aware of:

- Our systems which support safeguarding, including the staff Code of Conduct and the role of the designated safeguarding lead (DSL)

- The Early Help process and their role in it, including identifying problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- The process for making referrals to Northamptonshire Safeguarding Children Board and for statutory assessments that may follow referral, including the role they might be expected to play
- What to do if they identify a safeguarding issues or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM and radicalisation

Section 12 and appendix 4 of this policy outline in more detail how staff are supported to do this.

## 5.2 THE DESIGNATED SAFEGUARDING LEAD

Our DSL is **Laura Gauvrit**, Assistant Headteacher. The DSL takes lead responsibility for child protection and wider safeguarding. During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. The DSL can be contacted out of school hours via email: [l.gauvrit@huxlow.northants.sch.uk](mailto:l.gauvrit@huxlow.northants.sch.uk). When the DSL is absent, **Cath McManus**, SENCO and Deputy DSL (DDSL) [c.mcmanus@huxlow.northants.sch.uk](mailto:c.mcmanus@huxlow.northants.sch.uk). If the DSL and DDSL are not available, **Steve Gordon**, Headteacher [s.gordon@huxlow.northants.sch.uk](mailto:s.gordon@huxlow.northants.sch.uk) will act as another point of contact.

The DSL will be given time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to Northamptonshire Safeguarding Children Board, Channel programme, Disclosure and Barring Service, and/or police, and support staff who make such referrals directly.

The DSL will also keep the headteacher informed of any issues, and liaise with Northamptonshire Safeguarding Children Board manager and designated officers for child protection concerns as appropriate.

The full responsibilities of the DSL are set out in their job description.

## 5.3 THE GOVERNING BODY

The governing body will approve this policy at each review, and hold the headteacher to account for its implementation. The governing body will appoint a link governor lead to monitor the effectiveness of this policy in conjunction with the full governing board. This is always a different person from the DSL.

The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate (see appendix 3).

## 5.4 THE HEADTEACHER

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction
- Communicating this policy to parents when their child joins the school and via the school website
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that all staff undertake the appropriate safeguarding and child protection training and update regularly

- Acting as ‘case manager’ in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see appendix 3)

#### Designated post holders

- Name of Head teacher: Steve Gordon
- Name of Designated Safeguarding Lead: Laura Gauvrit
- Deputy Designated Senior Person (s) for Safeguarding: Cath McManus
- Name of Nominated Safeguarding Governor: Michael Fargher
- Name of Children Looked After Teacher: Cath McManus
- Name of Children Looked After Governor: Michael Fargher
- Name of SENCO: Cath McManus
- Name of Governor for SEN Issues: Michael Fargher
- **Northamptonshire County Council Designated Officers:**
  - **Designated Officer Administrator – 01606 364031**
  - **Designated Officer Andy Smith – 01604 367862**
  - **Designated Officer Christine York – 01604 362633**

## 6. Confidentiality

Timely information sharing is essential to effective safeguarding.

Information must be shared on a ‘need-to-know’ basis.

Consent is not required if a child is suffering, or at risk of serious harm.

Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child’s best interests

Confidentiality is also addressed in this policy with respect to record-keeping in section 11, and allegations of abuse against staff in appendix 3.

## 7. Recognising abuse and taking action

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue.

### 7.1 IF A CHILD IS IN IMMEDIATE DANGER

Make a referral to children’s social care and/or the police **immediately** if a child is in immediate danger or at risk of harm. **Anyone can make a referral.** Contact the Multi-Agency Service Hub (MASH) by telephone on **0300 126 1000**. The MASH can advise whether a family needs early help or whether they meet the threshold for statutory child protection. Give the details of the child and the concern. The MASH may request a written referral. To make a referral to MASH use the multi-agency referral form and send to [MASH@northamptonshire.gcsx.gov.uk](mailto:MASH@northamptonshire.gcsx.gov.uk)

If you need to contact the MASH urgently during the evening, at night or at the weekend, phone the out of hours team on 01604 626938. An operator will answer the phone and take details of the problem and your contact details. They will pass this information over to the duty social worker.

Tell the DSL (see section 5.2) as soon as possible if you make a referral directly. Use the following government guidance if required: <https://www.gov.uk/report-child-abuse-to-local-council>

### 7.2 IF A CHILD MAKES A DISCLOSURE TO YOU

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe the. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset

- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Use 'My Concern' if you have access. Stick to facts, and do not put your own judgement on it
- Sign and date the write up and pass it on to the DSL. Alternatively, if appropriate, make a referral to Northamptonshire Safeguarding Children Board and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so

### 7.3 IF YOU DISCOVER THAT FGM HAS TAKEN PLACE OR A PUPIL IS AT RISK OF FGM

The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4.

**Any teacher** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must immediately report this to the police, personally. This is statutory duty, and teachers will face disciplinary sanctions for failing to meet it.

The duty above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.

**Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow Northamptonshire Safeguarding Children Board procedures.

**Any member of staff** who suspects a pupil is *at risk* of FGM or discovers that a pupil over the age of 18 appears to have been victim of FGM, must speak to the DSL and follow Northamptonshire Safeguarding Board procedures.

[Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)

### 7.4 IF YOU HAVE CONCERNS ABOUT A CHILD (as opposed to a child being in immediate danger)

Figure 1 illustrates the procedure to follow if you have concerns about a child's welfare and the child is not in immediate danger.

Where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to Northamptonshire Safeguarding Children Board (see 'Referral' below).

You can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action.

#### Early Help

If early help is appropriate, the DSL will work with the safeguarding team in liaising with other agencies and setting up an inter-agency assessment as appropriate. You may be required to attend meetings and/ or contribute reports/ information to the meeting. The DSL will keep the case under constant review and the school will consider a referral to Complex Case through the Early Help Coordinator or a referral to MASH if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

#### Referral

If it is appropriate to refer to case to Northamptonshire Safeguarding Children Board or the police, the DSL will make the referral or support you to do so.

If you make a referral directly (see section 7.1), you must tell the DSL as soon as possible.

The MASH will make a decision within 1 working day of the referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or



person who made the referral must follow up with the MASH if this information is not made available, and ensure outcomes are properly recorded.

If the child's situation does not seem to be improving, the DSL or person who made the referral must contact the MASH and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

#### **7.5 IF YOU HAVE CONCERNS ABOUT EXTREMISM**

If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to Northamptonshire Children Safeguarding Board directly if appropriate (see 'Referral' above).

Where there is concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the MASH Team. The Department for Education also has a dedicated telephone helpline, 020 7340 7264, that school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

#### **7.6 CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER**

If you have concerns about a member of staff or volunteer, speak to the headteacher. If you have concerns about the headteacher, speak to the chair of governors.

You can also discuss any concerns about any staff member or volunteer with the DSL.

The headteacher/ chair of governors/ DSL will then follow the procedures set out in appendix 3, if appropriate.

The DSL (of chair of governors, in the case of a concern about the headteacher) will also inform the designated officer for the local authority (DO).

#### **7.7 ALLEGATIONS OF ABUSE MADE AGAINST OTHER STUDENTS**

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or pass off as "banter" or "part of growing up".

Most cases of students hurting other students will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put students in the school at risk
- Is violent
- Involves students being forced to use drugs or alcohol
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)

If a student makes an allegation of abuse against another student:

- You must tell the DSL and record the allegation on My Concern, but do not investigate it
- The DSL will contact the MASH Team and follow it's advice, as well as the Police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed



- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards students, and initiation or hazing type violence with respect to boys to boys or girls
- Ensuring the curriculum helps to educate students about appropriate behaviour and consent
- Ensuring staff are trained to understand that a student harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.

## 8. Notifying parents

Where appropriate, we will discuss any concerns about a child with the child's parents. The DSL will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents about any such concerns following consultation with the DSL.

If we believe that notifying the parents would increase the risk to the child, we will discuss this with the MASH Team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.

## 9. Mobile phones and cameras

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when students are not present. Staff members' personal phones will remain out of sight during contact time with students.

Staff will not take pictures or recordings of students on their personal phones or cameras.

We will follow Data Protection Act 1998 when taking and storing photos and recordings for use in the school. Refer also to the school online safety policy.

## 10. Complaints and concerns about school safeguarding practice

### 10.1 COMPLAINTS ABOUT STAFF

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see appendix 3).

### 10.2 OTHER COMPLAINTS

Complaints about the safety of students or the premises should be in writing to the Headteacher. If there is not resolution, any subsequent complaints should be addressed to the chair of governors, Michael Fargher.

### 10.3 WHISTLE-BLOWING

Where malpractice is suspected, a referral should be through the appropriate channel as previously mentioned, and according to the nature of the concern. This should be to the Headteacher, chair of governors or directly to the local authority. This will be covered under the whistleblowing policy concerning the protection of staff who report another member of staff.

## 11. Record keeping

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them. The school uses My Concern to electronically store and share behaviour and safeguarding information since September 2015. Paper records are kept in a locked cupboard, separate to main student files, which is only accessible by the DSL.

Safeguarding records relating to individual children will be retained for 30 years in accordance with Northamptonshire County Council requirements and until a child reaches the age of 65 if they are a Looked After Child.

We will share information with other agencies when this is appropriate and in line with Northamptonshire Children Safeguarding Board procedures.

## 12. Training

### 12.1 ALL STAFF

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from Northamptonshire Children's Safeguarding Board.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates (for example, through headteacher briefing, emails, staff meetings and staff notes) as required, but at least annually.

Volunteers will receive appropriate training, if applicable.

### 12.2 THE DSL AND DEPUTIES

The DSL and Deputies will undertake child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

### 12.3 GOVERNORS

All governors are invited to receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

### 12.4 RECRUITMENT – INTERVIEW/ APPOINTMENT PANELS

At least one person on any interview/appointment panel for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and be in line with local safeguarding procedures.

### 12.5 STAFF WHO HAVE CONTACT WITH STUDENTS AND FAMILIES

All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

## 13. Related policies

Safer Recruitment Policy, Procedures for Dealing with Allegations against People who Work with Children, Whistle-blowing Policy, Equality in Employment Policy, Attendance Policy, Behaviour Policy, Antbullying Policy, E-Safety Policy, Drugs Policy, Anti-Harassment Policy, Complaints Procedures, Education of Pupils with Medical Needs Policy Educational Visits Policy, Special Educational Needs

Policy, Looked After Children Policy, Sex & Relationships Policy, Supporting Students with Medical Needs in School Policy, Public Equality Duty and all Health and Safety policies.

This policy is statutory and will be reviewed annually by the Curriculum & Welfare Committee.

**Signed .....**  
**Chair, Curriculum & Welfare Committee**

**Date .....**