



## CHILD SAFEGUARDING POLICY

**This Policy applies to the whole School, including EYFS and Nursery. It is reviewed at least annually in line with government guidelines.**

- The Senior Designated Person is Mr Nick Vyse (Deputy Head Pastoral)
- The Designated Person is Mrs Becky Cox (Acting Assistant Head Data, Head of Y10)

The School affirms that;

1. the welfare of children is of paramount importance and everyone who comes into contact with children and their families has a role to play in safeguarding children.
2. all children have a fundamental right to be protected from harm
3. it will take immediate and effective action to safeguard the welfare of any child who it suspects is being harmed or is in danger of harm
4. it will carry out its legal duty to refer cases of alleged or suspected abuse to other appropriate agencies (Social Services, NSPCC, DBS and the Police, as appropriate) and to work with these agencies in protecting children from harm
5. we operate safe recruitment procedures, including enhanced DBS checks, training of those involved in interviews and open statements of checks made in our advertising and job specifications, for all staff and volunteers employed by the School or another organisation, who may come into contact with pupils, in order to deter would-be abusers from applying for jobs
6. all staff have read the DfE release from the main statutory guidance *Keeping children safe in education* published in September 2016 which gives specific reference to Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Honour Based Violence (HBV), Forced Marriage, Prevent, Channel and Online Safety. There are also links to documents which give advice about what to do if a child goes missing from school as well as gang culture
7. we will report to the DBS (the Disclosure and Barring Service – which has replaced the Independent Safeguarding Authority and the Criminal Records Bureau) within one month of leaving, any person (whether employer controlled or whether a student) whose services are no longer required because he/she is considered unsuitable to work with children

<https://www.gov.uk/disclosure-barring-service-check/overview>

8. it will notify the Charity Commission of any serious incidents relating to child protection issues.

This policy aims to establish clear guidelines and procedures for dealing with cases of alleged or suspected abuse of children which come to the attention of teaching staff, other employees, pupils, parents or governors. It covers alleged or suspected abuse which might have occurred to or been perpetrated by (in or out of School) a member of the school community or other person. It establishes procedures for contacting outside agencies and for liaison with them.

This policy adopts the provisions of The Children Act 1989, advice in DfE circulars 9/93; 10/95 and 11/95, has regard for the Safeguarding Children and Safer Recruitment in Education (2007) (SCSRE) documentation and conforms with the guidelines issued by Lancashire Child



Protection Committee (CPC). The School will seek guarantees from providers/agencies dealing with children that they meet the necessary regulatory requirements.

The School will:

1. provide information to pupils through the curriculum, principally PSHE
2. provide training for all staff to help them to recognise and to know how to respond to signs of abuse. Mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of Keeping Children Safe in Education. The Designated persons are trained every 2 years (including specific Prevent awareness training) with refresher training at regular intervals at least annually; the Headmaster and staff have updated training annually. All part-time and voluntary staff are made aware of child safeguarding arrangements on joining the School and all staff receive updates when appropriate.
3. define the roles, responsibilities and procedures in dealing with Child Safeguarding issues
4. operate Safer Recruitment procedures
5. remedy any deficiency or weakness in our Child Safeguarding Policy immediately they are discovered
6. maintain an attitude of 'it could happen here' and staff should always act in the best interests of the child.
7. safeguard children from potentially inappropriate online material. Filters and monitoring systems are in place.
8. highlight that SEN children can face additional safeguarding challenges and such pupils can be disproportionately impacted by bullying. Concerns should be raised with the Designated Leads.
9. review this policy at least annually at Governor level and the School's way of carrying out these duties will be monitored

### **The Role of the Headmaster, Designated Persons and Governors**

The Headmaster takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and appropriate outside agencies and for the appointment within the School of a Senior Designated Person to whom is delegated general responsibility for the implementation of this policy and to whom all suspicions or allegations of abuse should be referred.

The Senior Designated Person is Mr N Vyse, Deputy Head Pastoral, and the second Designated Person is Mrs Becky Cox Acting Assistant Head Data and Head of Y10. We also have a Governor, Mr David Peat, nominated as having a link role for Child Safeguarding issues.

Information about the School's policy and training on Child Protection can be obtained from the Designated Persons. In the absence of the Designated Persons, any urgent matter should be referred directly to the Headmaster. In the case of the allegation being against the Headmaster or the Senior Designated Person, please see Page 11 of this Policy.

## **Definitions of Abuse**

The difficulty lies in establishing the boundaries between unprofessional behaviour and abuse (where staff are involved) and between careless or cruel actions and abuse (where parents or others are involved.) Staff and employees should not make such judgements and must always refer suspicions or allegations of abuse to the Designated Persons who will make an Urgent Initial Assessment of the known evidence.

An abused child is a boy or girl under the age of 18 years who has suffered, or is likely to suffer, physical neglect, failure to thrive, emotional or sexual abuse which any person caused or knowingly failed to prevent. This would include abuse of a child/young person by a stranger and abuse of a child/young person by a child/young person. In the case of a pupil over the age of 18, he or she is still subject to protection from those who are in a position of trust. The law is clear. See also: q.v. Professional Code of Conduct Statement.

The Law recognises four broad categories of abuse. Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another:

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|------------------------|--|
| <b>Neglect</b>         | Children under the age of 18 who have been persistently or severely neglected or the failure to protect a child from exposure to any kind of danger. This includes the failure to carry out important aspects of care resulting in the significant impairment of the child's health or development.  |
| <b>Physical Injury</b> | Children under the age of 18 where the nature of the injury is not consistent with the account of how it occurred or where there is definite knowledge or reasonable suspicion the injury was inflicted (or knowingly not prevented) by any person. In particular, cases where the injury was a calculated act, the harm is regular or persistent or so severe as to question the motive of the perpetrator.   |
| <b>Sexual Abuse</b>    | The actual or likely sexual exploitation of a child or adolescent under the age of 18 years by any person. This would include any form of sexual activity to which the child cannot give true consent either by law or because of ignorance, dependence, developmental immaturity or fear. It does not include people of 16 years and over who are willing and able to give true consent, unless the sexual activity includes the parent or care giver or other person in a position of trust (eg teacher/adult employee at the School). |
| <b>Emotional Abuse</b> | Actual or likely adverse effect on the emotional and behavioural development of a child under the age of 18 years caused by persistent or severe emotional ill-treatment or rejection. As all other categories involve some emotional abuse it should be used when this is the main or sole form of abuse.   |

## The Prevent Strategy

The Prevent Strategy is part of the Government's counter-terrorism strategy (CONTEST) led by the Home Office. The Prevent agenda requires organisations to work with the police to contribute to the prevention of terrorism. In an educational context, the purpose is to support and protect children and young people who are vulnerable and at risk of being radicalised. Prevent is about ensuring that they are diverted away before any crime is committed and is described as a long term solution to the current threat of extremism.

Where there are signs that an individual has been or is being drawn into terrorism and there are concerns relating to an individual's behaviour, which could indicate that they may be being drawn into terrorist activity, they must be referred to one of the Designated Persons for Child Safeguarding. N.B. This might include members of the staff.

Signs or indicators that someone is being drawn into terrorist activity may include:

- Graffiti symbols, writing or artwork promoting extremist messages or images
- Pupils/staff accessing terrorist related material online, including through social network sites
- Parental/family reports of changes in behaviour, friendships or actions
- Local authority services and police reports of issues
- Individuals voicing opinions drawn from terrorist related ideologies and narratives
- The promotion of messages which undermine community cohesion
- Individuals expressing opinions contrary to fundamental British values
- Use of extremist or hate terms to exclude others or incite violence
- **The Prevent and Liberate Coordinator at Blackburn with Darwen is Leanne Romney**

## Child Sexual Exploitation

Staff should be aware of signs of students being vulnerable to child sexual exploitation. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for gifts, to serious organised crime by gangs or groups. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex or engage in sexual activity, sexual bullying including cyberbullying and grooming. Signs that a child might be at risk may include:

- going missing for periods of time or regularly coming home late regularly missing school
- appearing with unexplained gifts or new possessions
- associating with other young people involved in exploitation
- having older boyfriends or girlfriends
- suffering from sexually transmitted infections
- mood swings or changes in emotional wellbeing
- drug and alcohol misuse
- displaying inappropriate sexualised behaviour

Staff should also be aware that many children and young people who are victims of sexual exploitation do not recognise themselves as such. Members of staff who suspect that a child is at risk of child sexual exploitation should pass these concerns to a SDP.

### **Children Missing from Education**

A child going missing from education is a potential indicator of abuse or neglect. The school will inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 days or more. School will inform the local authority of any pupil deleted from the admission register under circumstances as outlined in Keeping Children Safe in Education (**September** 2016) Annex A.

### **Peer on Peer Abuse**

All staff should be aware **safeguarding** issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff concerned that a child is at risk of peer on peer abuse should report it to the Senior Designated Person.

### **Female Genital Mutilation (FGM)**

Staff should be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Victims of FGM are likely to come from a community that is known to practise FGM. Girls at risk of FGM may not be aware of the practice or that it might be conducted on them, so sensitivity should always be shown when approaching the subject. All cases of FGM will be reported to the police.. Indicators that a girl is a risk might include:

- A girl having relatives who have been subjected to FGM
- Parents wishing for a student to be withdrawn from PHSE
- A visit from a female family elder from a country where the practice is prevalent □ A girl discussing the practice, referring to a 'special procedure' or talking about attending a special occasion to 'become a woman'.
- A child being taken out of the country by a parent or relative for a prolonged period to a country where the practice is prevalent

Indications that a student has already been subjected to FGM might include:

- Difficulty walking or standing
- Spending long periods in the toilet
- Bladder or menstrual difficulties
- Prolonged absence from school with behaviour changes on return
- Reluctance to undergo normal medical examinations

Staff members that believe a girl is at risk of suffering, or suspect they have suffered FGM should pass these concerns to a DSP.

## **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 community, including FGM, forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of motivation) and should be handled and escalated as such. If in any doubts staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

## **Forced Marriage**

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Staff concerned that a child is at risk of forced marriage should report it to the Senior Designated Person.

## **Role of the Designated Persons in making an Urgent Initial Assessment**

The Designated Person will carry out an Urgent Initial Assessment of all cases referred to him or her. The purpose of this assessment is to discover: the nature of the suspicion or allegation, the validity of the suspicion or allegation based on the prima facie evidence, the likelihood of immediate or future harm to the child. The Designated Person will refer to the confidential files on issues of Child Protection (held by the Designated Person); he or she will refer to school medical records, registers and pupil files. He or she may talk discreetly with staff or pupils to ascertain relevant information without revealing the nature of the inquiry.

This is not an investigation, although the child and staff might have to be interviewed (see guidelines). A written record of the Urgent Initial Assessment will be made, including signed statements where appropriate, which will be kept by the Designated Person. On the basis of the Urgent Initial Assessment the Designated Person, usually in consultation with the Headmaster, will decide an appropriate course of action which might involve referring the matter to an outside agency or implementing disciplinary procedures with staff. The decision of the Designated Person will be recorded in writing on the Urgent Initial Assessment report.

The Urgent Initial Assessment should be completed promptly and, if at all possible, within 24 hours of the allegation or suspicion being reported.



### **Reporting arrangements**

Appropriate welfare agencies will be informed within 24 hours of a disclosure or suspicion of abuse. However, if a child is in immediate danger or is at risk of harm a referral will be made to children's social care and/or the police immediately.

Blackburn with Darwen Child Services (Tel 01254 666400)

### **The Child Protection Register**

The Senior Designated Person, or in his absence the Designated Person, will keep information about pupils placed on the Child Protection Register by the Social Services. He or she will also keep securely all records relating to issues of child protection which are too sensitive to remain in the open access pupil files.

### **Historical Sexual Abuse**

At Queen Elizabeth's we will take all allegations of historical sexual abuse extremely seriously and will act on them appropriately in consultation with the appropriate authorities. We will consult the Local Authority Designated Officer in all cases of allegations against former members of staff and act on their advice. We are well aware of the difficulty of these issues, both for the current school and for those who, after years of silence in some cases, may now feel they wish to confront the experiences they may have had when at school. While each case must be handled on its merit, the school respects the judgment of the courts and will co-operate with all relevant agencies at all stages of any investigation that may take place, including the provision to the police of any data from personnel files. The media attention such incidents arouse is inevitably challenging for the current school but our concern with child welfare, as encompassed by this whole policy, means that we will act in the interests of the alleged victim wherever we can.

### **Annexes**

- 1 Child Safeguarding: Procedures
- 2 Procedures for dealing with Allegations of Abuse
- 3 Guidance for Staff in interviewing pupils

**There is a Child safeguarding reporting sheet (pink paper) and these are kept by the DSL. Once completed these should be returned asap to the DSL.**

**Annex 1**

## **Child Safeguarding: Procedures**

### **Procedures for dealing with suspected abuse**

1. Staff should be vigilant to recognise signs of abuse and should read and refer to material provided by the school to train staff in the recognition of signs of abuse.
2. It is the duty of all School employees to be familiar with this policy and to carry out the procedures when abuse is suspected.
3. Parents who have suspicions of abuse should contact a Designated Person.
4. Any other person or outside agency who contacts the school to discuss a matter of suspected abuse should be referred to the Senior Designated Person.
5. Confidentiality cannot be promised to those giving evidence (pupil or adult). Interviewing staff will make this clear.

**In the case of suspected neglect**, the matter should be referred immediately to a Designated Person. The Designated Person will undertake an Urgent Initial Assessment. The pupil will be interviewed, unless there are strong reasons not to, according to the procedures outlined in Child Protection: Guidance for Staff in Interviewing Pupils (below, page 12).

The Designated Person will decide the appropriate course of action. This might involve seeking advice from the NSPCC, interviewing parents, seeking a referral to the pupil's G.P or to the School Medical Service, contacting the Social Services or Police and/or resolving to monitor the situation further.

Staff involved will be made aware of decisions taken and of any action plan devised to monitor the pupil, unless there are compelling reasons to prevent this.

Written records will be kept by the Designated Person and a note to that effect made on the pupil's file.

**In the case of suspected physical injury**, the matter should be referred immediately to a Designated Person. It is vital to report any suspicion as delay could result in further harm to the child. Staff must not begin to investigate. The Designated Person will carry out an Urgent Initial Assessment. The child will probably be interviewed (see guidelines) and careful written notes will be kept. The Skin Map (see Lancashire Child Protection Procedures held by the Senior Designated Person) may be used to describe the location of injuries. After the Urgent Initial Assessment, and usually in consultation with the Headmaster, the Designated Person will decide on a course of action. If there is a possibility that abuse has occurred or is likely to occur, he or she will inform the Social Services and the Police. He or she might contact the NSPCC to discuss the matter informally and to seek advice. If he or she decides that there are insufficient grounds to alert an outside agency, he or she will record the decision on the Urgent Initial Assessment Report. If no agency is contacted, the pupil must be monitored closely and any future injuries recorded and assessed.

**In the case of suspected sexual or emotional abuse**, the evidence will usually be in the form of a disclosure to an adult or friend and can therefore be treated as an allegation - see below. In the unusual circumstances of an unsubstantiated suspicion a Designated Person





must be informed. He or she will undertake an Urgent Initial Assessment and decide on a course of action. In the absence of strong evidence, it is possible that the only clear course of action will be to monitor the pupil closely and to record anything which might constitute evidence in the future.

### **Guidance for staff**

All staff are responsible for safeguarding and welfare of children, so must familiarise themselves with this policy and these procedures. It is vital that staff do not place pupils or themselves at risk of harm or allegation of harm to a pupil (for example in one-to-one tuition, sports coaching, conveying a pupil by car, inappropriate electronic communication etc). Thus it is expected that all staff read and subscribe to The Professional Code (q.v.), policies on computer use (q.v.), physical restraint (q.v.) etc. Staff are encouraged to identify children who may benefit from early help. In the first instance staff should discuss early help with the designated safeguarding lead.

### **Note re recruitment checks (qv Safer Recruitment policy)**

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teachers Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.'

## **Annex 2**

### **Procedure for dealing with allegations of abuse**

Allegations are often made as disclosures by the person being abused to a caring adult. If the disclosure is made to a friend who then tells a caring adult, the adult must encourage the friend to persuade the abused child to disclose. If the abused child will not disclose, the timing and nature of the allegation should be noted in writing and passed to a Designated Person who will file the details.

### **An allegation of abuse by a parent, other member of the family or other adult outside the family (not a member of staff or other employee of the school)**

The recipient of the Disclosure should make a written record of the details. The record must not contain opinion, gloss or speculation. The person disclosing should agree the facts and if possible sign the record. This record must be given immediately to a Designated Person who will undertake an Urgent Initial Assessment of the case.

On the basis of the Urgent Initial Assessment, the Designated Person, usually in consultation with the Headmaster, will decide on a course of action. He or she might telephone the NSPCC to seek advice and guidance. Under no circumstances will the person, about whom the allegation is made, be informed. If the Designated Person believes that the child is in immediate danger, he or she will arrange for the child to remain at school until the Social Services take charge of the case. Otherwise he or she will either alert the Social Services and the Police or decide that there is no substance to the allegation. In the latter case the decision and the reasons will be noted on the Urgent Initial Assessment. If the Designated Person is unsure whether the alleged action constitutes abuse he or she will contact the LA Children's Services Department or the NSPCC for advice. Doubtful cases will generally be referred in the interests of protecting the child.

### **An allegation of abuse by a member of staff or other employee (or volunteer) of the school.**

The recipient of the Disclosure should make a written record of the details. The record must not contain opinion, gloss or speculation. The person disclosing should agree the facts and if possible sign the record. This record must be given immediately to a Designated Person who will undertake an Urgent Initial Assessment of the case.

The Designated Person will inform the Headmaster of the allegation and contact the Local Authority Designated Officer (LADO) or the most serious cases, the police. If after the Urgent Initial Assessment the allegation is groundless, the person about whom the allegation was made will be informed by the Headmaster and the matter noted in confidential pupil record held by the Designated Person.

If the allegation cannot be disproved after the Urgent Initial Assessment it becomes a matter of Staff Discipline which might be referred to an outside agency in due course. (See Staff Code of Conduct and Disciplinary Procedures.)

### **An allegation of abuse of a pupil by a pupil or pupils**

The recipient of the Disclosure should make a written record of the details. The record must not contain opinion, gloss or speculation. Abuse by pupils of other pupils should not be tolerated. Abuse should not be passed off as 'banter' or 'part of growing up'. The person disclosing should agree the facts and if possible sign the record. This record must be given immediately to a Designated Person who will undertake an Urgent Initial Assessment of the case. The pupils will be interviewed according to the procedures outlined in *Child Protection: Guidance for staff in interviewing pupils* (below, page 12) by the Designated Person and a witness who will prepare a full written report for the Headmaster. On the basis of the report, the Headmaster will decide an appropriate course of action to deal with each pupil involved. The Headmaster will liaise with parents and/or other agencies as necessary.

**"Sexting"** The sending of inappropriate images is a serious offence. Pupils suspected of this will be asked to surrender mobile phones for examination by the Child Safeguarding Officer. This examination, wherever appropriate, will be conducted in the presence of the child's parents for anyone aged 16 or under. If such images are found, all pupils in possession of the image will be asked to delete it and an attempt will be made to contact anyone outside school who may have received it. We will inform the local police if we find inappropriate images. If



the school is unable to contact providers of any websites hosting the image, they should be reported to Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk) and if this is unsuccessful, to [www.clickcop.police.cuk](http://www.clickcop.police.cuk)

Educational responses such as counselling, assemblies etc will also be considered on a case-by-case basis. The issue is dealt with routinely in our Complementary Studies programme.

### **An allegation of abuse by a Designated Person**

The recipient of the Disclosure should make a written record of the details. The record must not contain opinion, gloss or speculation. The person disclosing should agree the facts and if possible sign the record. This record must be given immediately to the Headmaster who will undertake an Urgent Initial Assessment of the case.

After the Urgent Initial Assessment, the procedure is identical to that for other staff who are subject to an allegation.

### **An allegation of abuse by the Headmaster**

The recipient of the Disclosure should make a written record of the details. The record must not contain opinion, gloss or speculation. The person disclosing should agree the facts and if possible sign the record. This record must be given immediately to the Senior Designated Person who will undertake an Urgent Initial Assessment of the case.

After the Urgent Initial Assessment, the matter will be referred to the Chairman of the Governors by the Senior Designated Person and the Headmaster will be informed that such action has been taken. The matter is subject to the procedures laid down in the staff Code of Conduct and Disciplinary Procedures.

### **Annex 3**

#### **Guidance for staff interviewing pupils**

This guidance must be followed by members of staff when interviewing pupils who may have been abused.

The person to whom the disclosure is made must never promise absolute confidentiality even at the risk of not receiving the information. An assurance can be given that only those who need to know will be told and that no-one will be told without the knowledge of the abused child. It is vital that the person receiving the disclosure does not try to investigate the matter or ask leading questions.

The recipient of the disclosure should make a written record of the details. The record must not contain opinion, gloss or speculation. The person disclosing should agree the facts and if possible sign the record. This record must be given immediately to a Designated Person who will undertake an Urgent Initial Assessment of the case.

If practicable, arrange for a witness (preferably a disinterested colleague) to be present during the interview.



Reviewed by NHV

January 2017

Approved by Board of Governors:

January 2017