

This policy was ratified by the full governing body – July 2017

SAFEGUARDING POLICY AND PROCEDURES

Swakeleys School For Girls

1. Rationale

This policy sets out how the Governing Body of Swakeleys School For Girls is carrying out its statutory responsibility to “safeguard and promote the welfare of children” in accordance with the Government guidance ‘*Working Together to Safeguard Children*’, ‘*Keeping Children Safe in Education*’ and Section 175/157 Education Act 2002.

This policy applies to all staff (teaching and non teaching), governors and volunteers, temporary and supply/visiting staff working in the school. It will be reviewed annually by the Governing Body, and is in line with the expectations of Ofsted which inspects safeguarding arrangements as part of the school’s Leadership and Management and the requirements of the (Local) Safeguarding Children Board (LSCB).

2. Objectives

- To ensure that all necessary internal and inter-agency child protection procedures are in place as required when children may be suffering or are at risk of “significant harm”
- To give guidance to staff to ensure best practice
- To demonstrate the links with other relevant policies to safeguard the general welfare of children
- To provide a clear statement of the school’s responsibilities in the event of a concern about the conduct of a member of staff
- To identify key individuals and their specific roles

This policy links with:

Attendance policy, Anti-bullying policy, Behaviour Policy, Positive Handling Policy, Self Harm Policy, Use of the Internet Policy, Whistle Blowing Policy, Staff Code of Conduct Policy.

Local Safeguarding Children Board Procedures, Working Together to Safeguard Children (March 2015), Keeping Children Safe in Education (September 2016), What To Do If You’re Worried a Child Is Being Abused, Safer Working Practice Guidance.

3. Success Criteria

- Ensure we have a designated safeguarding lead for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.

This policy was ratified by the full governing body – July 2017

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a student who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff, governor or volunteer.
- Ensure safe recruitment practices are always followed.

This school recognises its responsibility to protect and safeguard the welfare of the students entrusted to its care by establishing a safe and trusting environment in which children can learn and develop. The policy applies to all students whose care and education comes within the remit of Swakeleys School For Girls and 6th Form @ Swakeleys.

The staff and Governing Body of his school are committed to establishing and maintaining an environment where students feel secure, are encouraged to talk, and are listened to. We will ensure that students know that there are adults in the school who they can approach if they are worried and that the principles of confidentiality are made clear to children and young people. The school promotes a positive, supportive and secure ethos, giving pupils a sense of being valued.

We recognise that because of the day to day contact with students, staff in school are well placed to observe the signs of possible abuse and therefore need to be constantly vigilant. Attendance will be carefully monitored. Pupils who are considered to be vulnerable or at risk will be a particular consideration. If they are missing from school and contact cannot be made with parents/carers for a reasonable explanation, the school will contact the police and social care via the MASH team at Hillingdon.

The school recognises its responsibility to carry out Early Help Assessments to ensure that intervention services can be offered to students and families at an early stage.

This school recognises its responsibility to discuss with Social Care (and if necessary the Police) any significant concerns about a child or young person which may indicate:

This policy was ratified by the full governing body – July 2017

- **physical abuse,**
- **emotional abuse,**
- **sexual abuse or**
- **neglect,**

in accordance with the LSCB procedures. These concerns cannot be kept confidential.

Staff will be enabled to contribute to any assessment or meeting about the child held under LSCB procedures as required.

This school also recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse, including the Police, Child and Adolescent Mental Health Services, The Participation Team, Educational Psychology Service and other agencies/services coming into school to support individual pupils/groups of pupils

The school will ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations on the school website. The school's safeguarding policy is made available to parents on request and published on the school website.

The Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is a member of the Senior Leadership Team and in this school is: Mrs Gilly Hare

The school has identified Mr Indie Mand to act as Deputy Designated Safeguarding Lead.

In the absence of the DSL and the deputy DSL the most senior member of staff in school will assume responsibility for any child protection matters that arise.

The DSL will co-ordinate action on child protection within the school. This includes ensuring that all staff, teaching and non-teaching (including supply staff) know who the DSL is and that they are aware of their individual responsibility to be alert to the signs of abuse and to discuss any concerns with them. Also that they are all aware of what happens once a concern has been raised.

Where appropriate the DSL will liaise with the DSL of the school(s) attended by other family members of the child causing concern in order to gather information to inform the referral.

The DSL will keep a written record of any actions taken as a result of concerns raised (see below).

This policy was ratified by the full governing body – July 2017

The DSL will ensure that the school's safeguarding policy is put on the agenda of the Governing Body once a year for discussion, monitoring, review and renewal. In this way the Governing Body authorises the DSL to carry out his/her responsibilities as outlined in the statutory Guidance.

4. Implementation

Responding and Referring:

Any member of staff who has concerns about the safety or potential abuse of a child can refer their concerns directly to Social Care. At Swakeleys School For Girls we ask staff to direct their concerns through the DSL. Any member of staff who has concerns about the safety or potential abuse of a child must report their concerns to the DSL without delay.

In accordance with local inter-agency procedures, the agreement of the child's parent for an external referral should normally be sought where possible.

However, if it is felt that seeking any such agreement would increase the level of risk of harm to the child, the matter will be discussed with Social Care/ Social Services and their advice sought first. This must not contribute to a delay in making a referral.

The school will ensure that the relevant social worker is notified if there is an unexplained absence of any pupil who is currently subject to a child protection plan. When discussing concerns in respect of a child who is Looked After by the Local Authority the child's named social worker must be informed.

School Procedures

Any member of staff who notices PHYSICAL SIGNS which MAY OR MAY NOT BE SIGNS OF PHYSICAL ABUSE must immediately inform Mrs G Hare, or, Mr I Mand in her absence. This is very important as we may need to seek medical advice before the child leaves school, therefore the earlier in the day we are notified, the better.

Any member of staff who, in a lesson, tutorial, or extra-curricular activity, is aware of a child beginning to, or wanting to talk about an experience or problem which might indicate abuse of any sort should listen to the child but not ask for the child to write anything down. They should **immediately** write down a record of the conversation and report this issue Mrs G Hare ,or, Mr I Mand in her absence They must emphasise to the child that they cannot promise confidentiality and may need to seek help from the member of staff in school who deals with these types of issues. It is vital that action is taken **on the same day, as early in the day as possible**. Similarly, if any disclosure is made that may suggest that this is a child in need of protection from physical, emotional or sexual abuse, or neglect the same procedures apply.

It is important that as few people on the staff as possible talk to the child directly. CONFIDENTIALITY is vital. It is important that the student, if she/he has or is being abused, is helped through the traumatic ordeal of telling about it

This policy was ratified by the full governing body – July 2017

by the person who will liaise with social services and the Police. In this school it will be Mrs G Hare or Mr I Mand in her absence.

The DSL will then contact the appropriate agency for help, and see the child before he/she leaves school that day to tell him/her what is happening.

In a serious case, where concern is expressed that a child is in danger of further abuse at home, advice will be sought from social services on whether the child should return home. Parents will be notified of any concerns or referrals unless staff are advised not to inform them by the police or social services. Decisions relating to the notification of parents will be recorded in writing. Parents will be notified of information to be shared with social care and the police except in the case of safeguarding enquiries if this is not deemed appropriate.

Staff will be alert to possible cases of Honour Based Violence, Female Genital Mutilation, peer on peer abuse and Child Sexual Exploitation. These will be addressed through staff training. Staff will be required to read “Keeping Children Safe in Education” guidance for school staff. Any concerns about these issues should be reported to the DSL following the procedures set out for child protection.

Staff have a duty to report any disclosures or concerns that Female Genital Mutilation may have occurred. Staff are encouraged to discuss their concerns with the DSL who will support them in making appropriate referrals to the police and to social care. Teaching staff have a duty to report all disclosures of Female Genital Mutilation to the police. Staff will receive regular training on Female Genital Mutilation so that they are able to identify and report risk or occurrence appropriately.

Staff will be vigilant for signs of radicalisation and extremist views and any concerns will be reported to the DSL under the PREVENT agenda. The school will keep a log of all concerns and actions taken in relation to these concerns. The DSL will refer if necessary to the Channel Panel for further intervention. Staff will receive regular PREVENT training to enable them to identify concerns or individuals who are vulnerable.

Instances of youth produced sexual imagery will be dealt with in line with the risk assessment outlined in the guidance “Sexting In Schools and Colleges”. All instances of sexting will be reported to the DSL who will investigate the issues in line with safeguarding procedures and make any referrals necessary based on the nature of the incident and any risk assessment carried out. Staff will be made aware not to view, store or send any inappropriate images.

Safeguarding concerns and disclosures involving members of staff should be confidentially reported to the Headteacher, or the DSL who will seek advice from the Headteacher and the Local Authority. Where concerns are raised about the Headteacher, the advice of the Local Authority will be sought by the DSL in conjunction with the Chair of Governors. Where concerns are raised about the DSL, they should be taken to the Headteacher who will seek the advice of the Local Authority.

This policy was ratified by the full governing body – July 2017

Referrals to relevant agencies will be recorded on the referral form. Each referral will be stored in the child protection file kept by the DSL along with relevant paperwork such as case conference notes, and records of telephone conversations. The DSL will ensure follow up on referrals made to Social Services and other agencies. The DSL will co-ordinate attendance at case conferences, core group meetings and other multi-agency meetings.

Staff should be vigilant to any arrangements that may constitute private fostering arrangements and the DSL will refer these as appropriate to the local authority.

The Designated Teacher for Looked After Children must ensure that all LAC pupils have regular meetings to monitor their wellbeing and happiness at school. Any concerns regarding safeguarding must immediately be reported to the DSL.

The teacher responsible for work experience must ensure that appropriate information about safeguarding is given to pupils prior to work experience. Pupils must know how to stay safe, and who to contact in school if they have a concern about their safety. Any safeguarding issues that arise on work experience must be dealt with by the DSL in line with school procedures. Appropriate checks must be carried out on all work experience placements.

Governors will maintain active links with the DSL to secure accountability. This will be implemented through a system of governor briefings and the Pastoral and Curriculum Committee.

The School Business manager will ensure that enhanced DBS checks are performed on all contracted staff. In addition, governors, volunteers and other adults who supervise pupils. These will be kept in a central school record. The school will adopt safer recruitment practices and ensure that at least one member of all interview panels is trained in these practices.

Staff must have an awareness of Looked After Children in the school. The most common reason for children becoming looked after is as a result of abuse and/or neglect. Appropriate staff must have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

Training on Child Protection and Safeguarding will be provided to all staff at training days, inductions and through "top up" training throughout the year. Supply staff are inducted by the Cover Co-Ordinator.

Students will be encouraged to be safe and adopt safe practices through the PSHCE curriculum and assemblies are used to deliver safeguarding messages.

The school will maintain rigorous procedures for following up first day absence. There will be an active relationship with Participation Service and the school will

This policy was ratified by the full governing body – July 2017

work in partnership to follow up on students causing concern with their attendance and persistent absentees. The school will notify the LA of any pupil to be deleted from the admissions register for the purpose of home education, due to moving home, due to an inability to continue at school due to health reasons, due to permanent exclusion and due to being in custody.

The school works with LGFL and adopts the filtering and monitoring services that LGFL provides in order to safeguard children. Teaching staff must be aware that vigilance is required as no filters can ever be expected to provide 100% effectiveness due to the changing nature of internet content. All clips and internet content used in the school must be viewed by staff and be considered both age appropriate and safe for children to view.

Achievement evenings will be used to promote safeguarding in partnership with parents by providing information and training on safeguarding issues.

Contact details for a referral: Hillingdon Social Care 01895556633
lbhmarsh@hillingdon.gov.uk

Concerns relating to a member of the school staff or other person in a 'Position of Trust':

We take our responsibility for the welfare of children in our care extremely seriously. Our staff code of conduct sets out the standards of personal and professional behaviour that are expected of all staff and volunteers. A copy is available for parents on request. Any concern about staff conduct that may suggest a risk of harm to anyone under 18 should be reported to the DSL, Headteacher, Chair of Governors, Social Care or the Police as appropriate without delay.

The Sexual Offences Act 2003 established a criminal offence of 'abuse of trust' affecting teachers and others who work with children and young people. A relationship of trust is one where a teacher, member of education staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being undertaken. **Any sexual relationship with a pupil under 18 in the same school is an offence.** This legislation is intended to protect all young people in education who are under 18 years of age. 'Grooming' a child with a view to a future sexual relationship may also be an offence in this context, including inappropriate on-line contact.

The principle of equality embedded in the legislation applies irrespective of gender or sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. Any concern raised by a parent, child or young person will be listened to and taken seriously.

The headteacher and Chair of Governors will act in accordance with procedures issued to all schools by the Local Authority 'Designated Officer' (LADO) and the Department for Education. If the suspicion involves the headteacher, advice should be sought from the LADO and the Chair of Governors is to be informed

This policy was ratified by the full governing body – July 2017

immediately. The DSL/other school staff should assist parents to do this if required and anyone can contact the LADO directly.

The Designated Officer for this local authority is Debbie Weissang
Tel: 01895 250975

The Headteacher, designated Deputy Headteacher or Chair of Governors will attend any inter-agency meetings relating to allegations against staff. This is the forum for deciding what action may be necessary. The Chair of Governors is Dean Charles.

Parents and students are advised that it is now an offence to publish any details (including on social media) that may identify any teacher under investigation for alleged abuse until they are either charged with an offence or subject to formal disciplinary proceedings.

Use of physical interventions:

There is an absolute ban on the use by any member of staff of any form of corporal punishment. This includes any physical contact which is deliberately intended to punish a pupil, or any action which is primarily intended to cause pain, injury or humiliation.

It is important to allow children to do what they can for themselves, but depending on age and circumstances it may be necessary for some physical contact to take place; (e.g. a child who is hurt, who needs instruction in the use of a particular instrument/piece of equipment, safety issues such as the need to prevent a child hurting themselves, running into the road etc.),

Section 93 of the Education and Inspections Act 2006 enables school staff to use 'reasonable force' to prevent a pupil from :

committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil) ;
causing personal injury to , or damage to the property of, any person (including the pupil himself) ; or
prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during the teaching session or otherwise.

School staff may also be empowered to carry out physical searches for weapons, illegal drugs, pornography etc. Actions by school staff must at all times be in accordance with guidance and procedures. In the event of searches or physical restraint being needed, parents will be informed the same day.

Please see the Positive Handling Policy

This policy was ratified by the full governing body – July 2017

E-safety

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'. They may also place themselves at risk of radicalisation and Child Sexual Exploitation.

Staff at this school have a major responsibility to educate our students in the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. It is also important to include parents as much as possible in this process given that children often have access to computers at home.

Instances of youth produced sexual imagery will be dealt with in line with the risk assessment outlined in the guidance "Sexting In Schools and Colleges". All instances of sexting will be reported to the DSL who will investigate the issues in line with safeguarding procedures and make any referrals necessary based on the nature of the incident and any risk assessment carried out. Staff will be made aware not to view, store or send any inappropriate images. Pupils will be educated about the issues associated with sexting through the PSHCE curriculum.

It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing we have permission to do so from the parents. Staff **must not** however use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school.

Staff should not communicate with pupils through private email accounts, social networking sites, even on educational matters, but should use official email and networking sites sanctioned by the school. Staff should be circumspect in their private use of social networking sites and must not discuss school business or school issues on their personal social networking site or risk breaching confidentiality about the pupils.

Record keeping:

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible (within the hour), writing down as exactly as possible using the child's own words, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly. Children will not be asked to make a written statement themselves or to sign any records.

This policy was ratified by the full governing body – July 2017

All records of a child protection nature (handwritten or typed) will be given to the DSL for safekeeping. This includes child protection conference minutes and written records of any concerns. Access to any records will be on a “need to know” basis. All records must be held separately from the main pupil file, and in a secure place.

When a child who has had a child protection plan leaves the school and/or transfers to another school, the DSL will inform the child’s new school immediately and discuss with the child’s social worker the transfer of any confidential information the school may hold.

Records of how the school has dealt with issues of youth produced sexual violence will be countersigned by the head teacher and placed in the confidential filing.

When pupils transfer between schools/colleges or move school part way through an academic year, all information about any past or current child protection concerns will, if possible, be sent confidentially to the DSL of the receiving school/college. Any records that cannot be passed on will be retained confidentially until at least the child’s 25th birthday or as required.

Supporting the Pupil

The school will support students in accordance with his/her agreed child protection plan as required. The school will notify any concerns about a child who has a child protection plan or is known to have an allocated social worker to the child’s social worker or in her/his absence the manager or a duty officer in the team

We recognise that young people who are abused or who witness violence may experience difficulties which impact on their sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through the content of the curriculum and the school ethos of valuing the pupil. The school may also provide mentoring or counselling as recommended by the plan.

The curriculum

Through the curriculum, staff will raise pupils’ awareness and build their confidence and resilience so that they have a range of contacts and strategies to ensure their own protection and that of others, recognising that pupils need opportunities to develop the skills they need to stay safe from harm. The PSHCE curriculum in particular will cover issues relating to child sexual exploitation, peer on peer abuse and violence, Honour Based Violence and FGM, radicalisation and sexting.

This policy was ratified by the full governing body – July 2017

Training

The Governing Body will ensure that all staff, both teaching and non-teaching, receive appropriate induction and regular training to equip them to carry out their responsibilities for child protection effectively, as prescribed in government Guidance and in accordance with the expectations of the LSCB. Staff will have access to all relevant documentation via the staff drive and hard copies will be displayed in the staff room.

The Governing Body will ensure that the DSL attends appropriate training organised through the Local Safeguarding Children Board at least every 2 years, or as required under local procedures.

Safer Recruitment of staff and volunteers and maintaining appropriate background checks

The relevant current guidance will always be followed in respect of creating a safer working environment in school. (It is a requirement to have at least one person specifically trained in Safer Recruitment on every appointment panel). This is intended to deter and identify anyone who may be unsuitable or pose a risk of harm.

These procedures may now allow for different levels of background checks according to whether or not the individual is primarily in an unsupervised setting or has only occasional contact with children. Evidence of all these checks (the Single Central Record or Register) will be maintained as required by the current Guidance. The background checks and single central record will be co-ordinated and maintained by the School Business Manager under the guidance of the Headteacher.

Visitors

Visitors to the school will receive a safeguarding briefing card. If they are to move around the school unaccompanied they will be required to provide DBS information in advance of their visit. Visiting speakers should be DBS checked and provide details of information that will be given during talks must be shared with school staff in advance.

5. EVALUATION

The Curriculum and Pastoral Governors Committee evaluate the effectiveness of the policy.

- Attendance data is regularly analysed, including persistent absentees.
- The Headteacher monitors the effectiveness of the Designated Safeguarding Lead through line management
- Exclusion statistics are regularly scrutinised

This policy was ratified by the full governing body – July 2017

- The Pastoral and Curriculum Committee will be briefed each term on safeguarding.
- The Governing Body will receive updates from the Pastoral and Curriculum Committee at each meeting and a Safeguarding Briefing annually.

The policy will be reviewed in May 2017