

SAFEGUARDING POLICY



'Keeping Our Children Safe From Harm' – Shropshire's Safeguarding Children Board

Linked policies such as Recruitment and Selection of Staff, Staff Code of Conduct and Whistleblowing should be read in tandem with this policy and are available in hard copy upon request.

CONTACT INFORMATION

Designated Safeguarding Lead/Responsibility for the Early Years : Mrs Amy Jones (Director of Studies)

Birchfield School, Albrighton, Near Wolverhampton, WV7 3AF
Telephone Number : 01902 372534

Deputy Designated Safeguarding Lead :

Mrs Sarah Morris (Headmistress)
Birchfield School, Albrighton, Near Wolverhampton, WV7 3AF
Telephone Number : 01902 372534

Governor with responsibility for Safeguarding : Mrs Lynne Statham
c/o Birchfield School, Albrighton, Near Wolverhampton, WV7 3AF
Telephone Number : 01902 372534

SHROPSHIRE SAFEGUARDING CHILDREN BOARD (SSCB) CONTACT DETAILS

Shropshire Safeguarding First Point of Contact Team (FPOC)

Tel : **0345 678 9021**
Out of Hours Tel : 0345 678 9040
www.shropshire.gov.uk/early-help

Shropshire Safeguarding Children's Board

Shropshire Council Room GN94 Ground Floor, Shirehall, Abbey Foregate
Shrewsbury SY2 6ND
Tel 01743 254259
<http://www.safeguardingshropshireschildren.org.uk>

For other areas, please refer to the Contact Details at the end of this policy

Local Authority Designated Officer (LADO): Anna Molesdale - 0345 6789021

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PURPOSE AND AIMS OF THE POLICY

The Governors of Birchfield School are committed to safeguarding and promoting the welfare of all its pupils, acting in their best interests and taking action to enable all children to have the best outcomes. This policy covers pupils in the main school as well as the children in the Early Years Foundation Stage and is mandatory for **all** staff, (permanent and temporary), governors, visitors, contractors and volunteers at the school and not subject to discretion. The policy applies whenever staff, governors or volunteers are working with pupils including when this is away from school, for example at another institution, school visits and trips, sporting and cultural activities.

Safeguarding is defined as :

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with safe care
- Taking the action to enable all children to have the best life chances.

This policy is intended to provide clear direction about expected codes of behaviour in dealing with child protection issues. It makes explicit the School's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which acts in the best interests of the child. All staff must be alert to any issues for concern in the child's life at home or elsewhere. Birchfield School implements this policy and these procedures to safeguard children in accordance with agreed inter-agency procedure with Shropshire's Safeguarding Children Board (SSCB). It is published on the School website: www.birchfieldschool.co.uk. Paper copies may also be requested.

The policy aims :

- To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse anywhere in the School from Reception to Year 8
- To provide a systematic means of monitoring, recording and reporting concerns
- To provide guidance on recognising and dealing with suspected child abuse
- To provide a framework for inter-agency communication and effective liaison
- To identify strategies and interventions available to support children at risk
- To fulfil and set out procedures for other safeguarding and welfare arrangements

Our School fully recognises the contribution it can make to protect children and support pupils in school. We believe that children have the right to be protected from harm. The core elements to our policy are:

- Prevention (positive school atmosphere, teaching and pastoral care, pupil support)
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns)
- Child-centred support (pupils/school staff and pupils who may have been abused)

Separate policies cover:

- Acceptable Use of Technology Policy for Pupils and Staff
- Anti-Bullying Policy
- Behaviour Policy
- Health and Safety Policy
- Missing or Lost Child Policy
- Recruitment and Selection of Staff Policy (hard copies can be provided to parents upon request)

- Social Media Policy
- Staff Code of Conduct (hard copies can be provided to parents upon request)
- Staff Disciplinary Policy
- Staff Induction Policy
- Whistleblowing Policy

This policy follows guidelines in :

- Keeping Children Safe in Education (September 2018) (KCSIE)
- What to do if you're worried a child is being abused (March 2015)
- Working Together to Safeguard Children (July 2018)
- Information sharing (March 2015)
- Prevent Duty Guidance: for England and Wales (July 2015)
- The use of social media for on-line radicalisation (July 2015)
- Disqualification under the Childcare Act 2006 (June 2016, updated July 2018)

Everyone employed by Birchfield School has a responsibility in relation to safeguarding and promoting the welfare of children throughout Reception to Year 8. In order to carry out this role effectively, staff should make sure that their approach is child-centred and always in the **best interests** of the child. Each member of staff has a responsibility to provide a safe environment in which children can learn. All staff should be prepared to identify children who may benefit from early help, where support can be provided as soon as a problem emerges at any point in a child's life. In the first instance, any concerns or early help requirements should be discussed with the Designated Safeguarding Lead (or their deputy) who are the person/s most likely to have the full safeguarding picture and be the most appropriate person to advise on safeguarding concerns. Staff should expect to support social workers and other agencies further to a referral. Staff are reminded that members of staff could possibly be involved in legal proceedings if matters of this nature are ignored or not dealt with appropriately. However, members of staff who report such matters in good faith will not be subject to disciplinary action if allegations are subsequently discovered to be unfounded.

DESIGNATED SAFEGUARDING LEAD (DSL)

Birchfield School has a Designated Safeguarding Lead (DSL) who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care. The Designated Safeguarding Lead (and their deputy) is a member of the Senior Management Team.

The Designated Safeguarding Lead (DSL)/with Responsibility for Early Years is:

**Mrs A. Jones (Director of Studies) –
DSL Course Educare Level 3 Training 19.1.18
Child protection training update : Experienced designated staff (SSCB)
19.3.18**

The Deputy Designated Safeguarding Lead (DDSL) and DSL for the Early Years is :
Mrs Sarah Morris (Headmistress)

**DSL Refresher Training taken on 14.9.17
Child protection training update : Experienced designated staff (SSCB) 3.12.18**

Nominated Lead for the Prevent Strategy is :

**Mrs S. Morris (Headmistress) – WRAP3 Training Update taken on 29/9/17
Prevent Duty (Home Office Facilitator Ref: 9746902)**

Governor with responsibility for Safeguarding is :
Mrs Lynne Statham
Safeguarding for Governors Training taken on 27.8.17

The DSL role includes the principal responsibility within the School for safeguarding including the review of policies which should be at least annually and with the Governor for Safeguarding with minutes taken and providing updates to all full-time, part-time, voluntary and non-teaching staff as appropriate. It is, however, made clear that even though some responsibilities may be delegated to a deputy, the ultimate lead responsibility for safeguarding lies with them. A description of this role is attached to this document. The Director of Studies, Mrs A Jones, is the designated member of staff with responsibility for Safeguarding (DSL) throughout the School, including responsibility for the Early Years. The Designated Safeguarding Lead will :

- Be responsible for ensuring that all cases of suspected or actual child protection concerns are dealt with in accordance with the guidance and regulations
- Refer cases of suspected abuse or allegations to the Shropshire Safeguarding Children Board (SSCB) First Point of Contact Team (FPOC) in accordance with their procedures
- Ensure that she is aware of the latest national and local guidance and requirements and will keep the governors, all staff, contractors and volunteers informed as appropriate
- Receive appropriate training in child protection matters (including the Prevent Duty) and inter-agency working, to include both national/local bodies, at least every two years
- Ensure that the governors, all staff, contractors and volunteers have access to and understand their role as appropriate in the child protection procedures, including but not limited to part-time staff, supply staff, peripatetic staff, newly appointed staff, newly qualified staff, before/after school care staff, holiday club, volunteers, office staff, catering staff, cleaning staff and caretakers
- Act as a focal point of any reporting procedure for concerns of abuse involving children and/or other members of staff as well as acting as a point of contact for other agencies
- Update their skills and knowledge regularly and pass new information on to staff
- Act as a source of advice and support within the school and coordinate action regarding referrals in relation to both children and allegations against staff

SHROPSHIRE'S SAFEGUARDING CHILDREN BOARD (SSCB)

Shropshire Safeguarding First Point of Contact Team (FPOC)

Tel : **0345 678 9021**

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Shropshire Safeguarding Children's Board

Contact : Caroline Ewells

Shropshire Council Room GN94 Ground Floor, Shirehall, Abbey Foregate

Shrewsbury SY2 6ND

Tel 01743 254259

<http://www.safeguardingshropshireschildren.org.uk/>

(Contact details for neighbouring areas appear at the end of this policy)

Useful Organisations

Ofsted : 0300 123 1231

Childline: 0800 1111

Updated : January 2019/Review date : January 2020

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NSPCC Helpline: 0808 800 5000

TRAINING OF THE DESIGNATED LEAD, STAFF AND VOLUNTEERS

Birchfield School will ensure that the DSL and other nominated personnel for Child Protection will attend training relevant to the role. This will cover inter-agency working, participation in child protection case conferences, supporting children in need, record-keeping and promoting a culture of listening to children. Support will be available for staff from the DSL in the first instance where there are concerns or queries about child protection. The School's arrangements for the training are as follows:

The Designated Safeguarding Lead (and Deputy DSL) - will receive specific refresher training (Child protection training update : Experienced designated staff) for their role at least every two years and the DSL will attend twice yearly local and district area Safeguarding Conferences organised through Shropshire Safeguarding Children Board via the Shropshire Learning Gateway. The DSL also receives regular updated training in such areas as Child Sexual Exploitation, Prevent Strategy and Safer Recruitment as well as other areas in line with the latest guidance through the Educare modules. The DSL and Deputy DSL receive training to the same level in safeguarding practice.

Training for all Staff, including new joiners -

All staff are trained in child protection (Raising Awareness of Child Protection) on a regular basis with formal training every three years (most recently 5th September 2017, including a Prevent update), as required by Shropshire's Safeguarding Children Board. Earlier updates will be arranged, as felt necessary. In addition, staff are given informal updates on safeguarding and child protection matters as required, but at least annually, via such means as emails, staff meetings, assessments and in person training. The school is signed up to the Educare programme and staff are required to pass regular assessments in modules on different areas of safeguarding e.g Peer on Peer Abuse and Sexual Violence for Autumn 2018. All staff receive information about the early help process and receive the relevant section of the latest Keeping Children Safe in Education Part One/Annex A (September 2018) and *Working Together to Safeguard Children* (July 2018) document with it to explain their role. All staff are made aware how to make a referral to children's social services for statutory assessments under the Children's Act 1989 and know the role they may need to play in such assessments. Care is taken to understand that staff **understand** and discharge their role through staff briefings and a questionnaire quiz for all staff to complete subsequent to training by the DSL.

All staff, including temporary staff, contractors and volunteers, are provided with an induction pack (Welcome Pack) via hard copies to be signed once read and induction tutors are assigned for new members of staff (members of the Senior Management Team) who are detailed to discuss the key points of the policy as part of the induction programme. The induction programme is followed through point by point and completed by the Induction Tutor, then copied for the staff files. The DSL works with the Governor for Safeguarding in taking a proportional risk-based approach to the level of information that is provided to temporary staff and volunteers. At this point, The Welcome Pack which is handed to each member of staff, including supply staff and volunteers, includes : Safeguarding Policy, Anti-Bullying Policy, Behaviour Policy and the Whistleblowing Policy and further key policies are given to staff as part of access to the school network : Missing or Lost Children Policy, Acceptable Use of Technology (by staff), Health and Safety Policy and Practice, Staff Code of Conduct, as well as Part One and Annex A of the Keeping Children Safe in Education (September 2018) document as well as a guidance sheet, which are both discussed in staff meetings, to assist staff to discharge and understand their roles and responsibilities. The induction process makes clear information about the role of the DSL, their identity and that of any deputies. This is either sent out prior to a new staff member taking up role or electronic access enabled, where possible, or

prioritized immediately upon arrival for supply staff. Staff induction includes health and safety issues, safeguarding and child protection, information about emergency evacuation procedures and help in understanding roles and responsibilities. In addition :

- Staff have received training on the Prevent Duty in September 2017 from the SSCB as part of the safeguarding training programme.
- Staff are regularly reminded of Whistleblowing procedures in staff training and policies.
- The DSL feeds back to staff further to attendance at District Safeguarding Network Meetings at least twice per year.
- All visitors receive Safeguarding and Welcome Leaflets detailing safeguarding practices within School and specifying the name of the DSL.
- Posters also appear around the School with photographs of the Safeguarding Team, DSL, Deputy DSL and Governor for Safeguarding so that new staff, supply staff, parents and visitors can identify the relevant people to contact.
- The role of the DSL is outlined in full at the end of the Safeguarding Policy, but also explained by the DSL at each start of term meeting in staff briefings.

To ensure that staff know procedures in an emergency, posters are placed at strategic points around the School, the staffroom and Matron's office, detailing the Shropshire First Point of Contact information as well as contact numbers for other neighbouring areas.

Staff should take care to ensure that they are only left alone with an individual child when absolutely necessary, and appropriate measures are taken and arrangements for the supervision of PE changing taken into account as well as for peripatetic music provision. Extra in-house supervision is offered for all after-School clubs involving Early Years children, where appropriate, and each club is risk assessed termly.

SCHOOL COMMITMENT

We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention. In this way, the School has positioned posters in toilets offering a list of who to talk to if a child is worried about anything, ranging from their class teacher, to any adult in School, Childline either by telephone or internet as well as the opportunity to speak to an independent person, known to the School. Our School will therefore:

- Establish and maintain an ethos where pupils feel secure and are encouraged to talk and are listened to. Teachers are there to listen as well as other adults in the School and the Deputy Head and Headmistress oversee and assist in pastoral care for such cases. Posters around the School advise the children who they can speak to if they are worried or sad and this includes access to Childline, by phone or online, and an independent listener who is known to the School. Counselling contacts can be given to parents who request further guidance and when the situation demands.
- Ensure that pupils feel that there are adults in the School who they can approach if they are worried or are in difficulty
- Include in the curriculum activities and opportunities for PSHE and Computing, which equip pupils with the skills they need to stay safe from abuse.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- Ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay
- Ensure that child protection files are transferred securely between Schools and obtain a receipt if it is the transferring School.

Checking Pupil Absence and Attendance :

Absence of all pupils is checked on a daily basis by the office staff who make telephone contact with the parents to enquire about unauthorised absence on the first day of absence. This is then noted on the School's management information system and absence sheets are printed off daily for checking. Absence is discussed daily between the Headmistress and her Personal Assistant, who then follows up on any queries with the DSL, School Matron and Deputy Head, as appropriate and action may include a home visit. For continued absence where parents have made no contact with the school, contact will be made with the parents by the School Matron, Deputy Head or office staff and concerns followed up. Concerns over attendance or late arrival may be discussed further with the parents at a separate meeting or when pupils' attendance is markedly low over the school year. The Headmistress' Personal Assistant will monitor such data and keep the Headmistress informed. The School will adhere to its legal duty to work jointly with the local authority when making reasonable enquiries where a pupil is absent for 10 days following on from a period of approved leave or is absent for 20 consecutive School days without approved leave.

Pupil Admission and Leavers

In accordance with local authority (SSCB) procedure, the Headmistress' Personal Assistant will complete either a Non-Standard Transitional Point Starter or Leaver Form, as appropriate, for any pupil joining or leaving the school outside of the standard months of September and July respectively. This should arrive at the Shropshire Council Education Access Service within five days of a pupil joining or leaving the school at such times and their name added to the joiners'/leavers' register with all relevant information will be provided to meet safeguarding requirements. Confirmation of notification will then be filed in the pupil file. The School will seek every means possible to ascertain details of future Schools for pupils leaving the School. For information on procedures for leavers or Children Missing from Education (CME) or home, refer to Specific Safeguarding Issues below.

Birchfield School has regard to the Government's statutory guidance '*Working Together to Safeguard Children*' July 2018, '*Keeping children safe in education*' September 2018 and the Prevent Strategy Guidance (July 2015). If Birchfield School has concerns about children's safety or welfare, they will notify agencies with statutory responsibilities without delay. The School will report historical abuse allegations to the police.

PART ONE : SAFEGUARDING INFORMATION FOR ALL STAFF

THE ROLE OF THE SCHOOL

Everyone in the school who comes into contact with children and their families has a role to play in safeguarding children. School members of staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. All members of staff at Birchfield School form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children July 2018*. Birchfield School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

Mrs Amy Jones, Director of Studies, is the Designated Safeguarding (DSL) and will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as the Shropshire's Safeguarding Children Board following a disclosure and when necessary.

THE ROLE OF ALL SCHOOL STAFF, SUPPLY STAFF AND VOLUNTEERS

The *Teacher Standards 2012* state that teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. At Birchfield School the role is extended to all members of staff. All members of staff, also including full and part-time staff, supply staff, contractors and volunteers, are advised that safeguarding and promoting the welfare of children is **everyone's** responsibility and that no single professional can have a full picture of a child's needs and circumstances. Hence, every member of staff who comes into contact with the pupils and their families has a role to play in identifying concerns, sharing information and taking prompt action. All members of staff have a responsibility to provide a safe environment in which children can learn and to take appropriate action, working with other services as needed.

In addition to working with the designated safeguarding lead, all members of staff should be aware that they may be asked to support social workers to take decisions about individual children. Birchfield School encourages an environment where all staff and volunteers feel able to raise concerns and feel supported in their safeguarding role. Staff who work in close one-to-one teaching situations, in performing arts and sport should take particular care and follow the advice given in the Staff Code of Conduct.

The School recognises the expertise built by staff in undertaking safeguarding training and staff are given opportunities to contribute to shaping policy on safeguarding in the School at termly meetings and invited to share their ideas at Senior Leadership Team meetings and in staff briefings.

WHAT STAFF NEED TO KNOW

All members of staff at Birchfield School should be aware of systems within the School which support safeguarding. These are explained to new staff as part of the staff induction programme. All members of staff receive appropriate child protection training which is regularly updated every two years, although SSCB guidance suggests that every three years is sufficient, with the last whole School training delivered in September 2017. Staff are encouraged to draw upon the key principles of safeguarding as drawn up by the Shropshire's Safeguarding Children Board, based upon the Right Service at the Right Time model :

- Always see the child first
- 'Doing nothing is not an option'
- Do with, not to, others
- Do the simple things better
- Have conversations, build relationships
- Outcomes not outputs.

EARLY HELP PROCEDURE

Staff are informed that Early Help measures should always be followed in School to ensure that a child's needs are identified and acted upon as quickly as possible. They are encouraged to listen to the concerns of the pupils and seek advice as to whether further action is required. Early Help allows for a pupil to receive help at any age, not solely in the Early Years classes, at the right level of support and at the earliest opportunity possible. Staff should remain alert to any pupil who may benefit from early intervention and report concerns to the DSL who will generally take the lead on liaising with other agencies and setting up an inter-agency assessment if appropriate. will advise further and may seek advice from the Early Help Team within Shropshire's Local Authority. Teachers will work with the DSL and agencies in preparation of an assessment, if needed. Members of staff are informed that they should not keep any information, however seemingly minor in importance, to themselves as such information could contribute to a whole picture of a child which could lead to their enhanced safety and protection.

In addition, individual pupils may be offered a mentor in School and a Pastoral Care Plan may be created in order to support the pupil, including those with an EHC plan. The Deputy Head acts as a mentor, where necessary, to set up regular meetings to listen to the concerns of affected pupils and liaises with the DSL and parents and staff, as appropriate. Individual class teachers meet regularly to discuss any pupils who may show signs of concern.

WHAT STAFF SHOULD LOOK OUT FOR

All members of staff should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of early help or protection. These are included in this section of the policy as a guide. Knowing what to look for is vital to the early identification of abuse and neglect and staff should be particularly alert to the potential need for early help for a child who :

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- 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;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

If staff members are unsure they should **always** speak to the DSL (or Deputy if the DSL is unavailable/off site). Members of staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned and ensure that their approach is always child-centred. When concerned about the welfare of a child, members of staff should always act in the **best interests** of the child. They should be aware of the importance of record-keeping and speak to the DSL if they are unsure how to record an incident.

There are various expert sources of advice on the signs of abuse and neglect. Shropshire Safeguarding Children Board is able to advise on useful material, including training options. One good source of advice is provided on the NSPCC website. Types of abuse and neglect, and examples of specific safeguarding issues, are described later in this section.

WHAT STAFF SHOULD DO IF THEY HAVE CONCERNS ABOUT A CHILD AND IF A CHILD MIGHT NEED ADDITIONAL SUPPORT FROM ONE OR MORE AGENCIES

If a member of staff has concerns about a child (as opposed to a child being in immediate danger) they should :

- act upon them immediately;
- should speak to the DSL (or Deputy if the DSL is unavailable/off site)
- follow the school’s Safeguarding Policy. This also includes situations of abuse which may involve staff members.

Depending on the circumstances, action may be taken to manage any support for the child internally via the school's own pastoral support processes, proceed with an early help assessment or make a referral for statutory services, for example as the child might be in need, is in need or suffering or likely to suffer harm. The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or Deputy if the DSL is unavailable/off site) as soon as is practically possible. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe.

Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse. Whilst, among other obligations, the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure, this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, ensuring secure transit, and confirmation of receipt should be obtained. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Staff should follow the seven golden rules for sharing information, as detailed in the DfE's Information Sharing document updated in July 2018 to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018 :

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The safeguarding lead will make a referral to SSCB for their advice, but **it is important to note that any staff member can refer their concerns to children's social care, specialist or early help services directly, including use of the Common Assessment Framework (CAF) and Team Around the Child (TAC) approaches.** If anyone other than the DSL makes a referral, it is important to inform the DSL as soon as practicably possible.

The local authority will make a decision within one day of the referral and contact the referrer, but in the absence of a response, the School should contact the local authority. If, further to that decision, a child's situation does not appear to be improving, the DSL/referrer should press for re-consideration.

The importance of acting on and referring the early signs of abuse and neglect, keeping clear records, listening to the views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging in action are the key to children receive the right help at the right time to address risks and prevent issues escalating.

All staff should be aware of the process of what to do if a child informs them that they are being neglected or abused. It is important that they maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL or Children's Social Care. Staff should never promise that they will not tell anyone about an allegation - as this may ultimately not be in the best interests of the child.

Where a child and family would benefit from co-ordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment using the Shropshire Safeguarding Children's Board processes. These assessments will identify what help the child and family require, preventing needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor. It is important for children to receive the right help at the right time to address risks and prevent issues escalating.

Such situations may involve early help, inter-agency assessment and intervention using local processes, including use of the Common Assessment Framework (CAF) and Team Around the Child (TAF) approaches.

WHAT STAFF SHOULD DO IF A CHILD HAS SUFFERED OR IS LIKELY TO SUFFER OR IS IN IMMEDIATE DANGER/AT RISK OF HARM

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately. Referrals should follow the local authority's referral process. Whereas decisions to seek support for a child would normally be taken

in consultations with parents and pupils, consent is not required for a referral where there are reasonable grounds to believe that a child is at risk of significant harm. If anyone other than the DSL makes a referral, it is important to inform the DSL as soon as possible. For pupils considered as being at risk of radicalisation, the School will consider the individual level of risk to identify the most appropriate point of referral, which may include Channel or Children's Social Care.

The local authority should make a decision, within one working day of a referral being made, about the type of response that is required and should let the referrer know the outcome. This will include determining whether:

- the child requires immediate protection and urgent action is required;
- whether the child is in need, and should be assessed under section 17;
- there is reasonable cause to suspect the child is suffering, or likely to suffer, significant harm, and whether enquiries must be made and the child assessed under section 47;
- any services are required by the child and family and what type of services; and
- further specialist assessments are required in order to help the local authority to decide what further action to take.

TYPES OF ABUSE AND NEGLECT

Further reference can be made to *What to Do if You Are Worried a Child is being Abused - Advice for Practitioners* or the NSPCC website. Neglect forms part of the Toxic Trio for the SSCB and a Graded Care Profile tool is available to support schools. Teachers are advised to be careful to identify examples of disguised compliance where families appear to be working with the team but in fact are working against it for their own gain. Physical, emotional and sexual abuse or neglect of children does occur, and we need to be watchful for signs of such abuse from Reception to Year 8. Signs/indicators of abuse and neglect are helpful if they are used with some caution. They are not necessarily evidence of abuse or neglect. However, if you are concerned about a child or young person, they can help you think about why you have that concern. Please note that these lists are possible indicators of abuse and are not exhaustive. Any signs of abuse have to be considered in context.

DEFINITIONS OF CATEGORIES OF ABUSE AND SIGNS OF POSSIBLE ABUSE

Staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events, that can be covered by one definition or label. In most cases, multiple issues will most likely overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or an institutional community by those known to them, or more rarely, by others such as via the internet. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which 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 fabricates the symptoms of, or deliberately induces illness in a child. Signs that may suggest physical abuse include

- Multiple bruising to different parts of the body
- Bruising of different colours indicating repeated injuries
- Fingertip bruising to the chest, back, arms or legs
- Burns of any shape or size
- An injury for which there is no adequate explanation

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), 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 maltreatment of a child, although it may occur alone. This may result in children running away or going missing. Signs which may suggest emotional harm include:

- Children whose parents are over-critical and emotionally distant, or who are unable to meet their child's emotional needs
- Children whose behaviour is excessive. For example, excessive bedwetting, overeating, rocking, head banging
- Children who self-harm. For example, they may cut or scratch themselves or overdose
- Children who attempt suicide
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal
- Children who usually seek out or avoid affection

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Signs of possible sexual abuse include :

- Something a child has told you
- Something a child has told someone else
- A child who shows worrying sexualised behaviour in play or with other children
- A child who seems to have inappropriate sexual knowledge for their age
- A child visiting/being looked after by a known or suspected sexual offender

Behavioural signs of possible sexual abuse:

- A fear of certain places, people or activities, especially being alone with certain people
- Reluctance to undress
- Excessive crying
- Avoids touch
- Drastic change in School performance
- Self-mutilation
- Mental health
- Missing Children and Adults Strategy
- Private fostering

- **Preventing Radicalisation – see below**
- Relationship abuse
- Sexting
- Trafficking

Children Missing from Education (CME)

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational need they may have. A child going missing from education is a potential indicator of abuse, particularly on repeat occasions. In this sense, absences are monitored carefully by the Headmistress' Personal Assistant who oversees the registers, with contact made for unauthorised pupil absence by her and the Headmistress informed of any concerns. (Page 8 on Checking Pupil Attendance outlines the school's procedure for this). Where reasonably possible, the School will hold two emergency contact numbers for each pupil, other than the parent, as a mark of good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern. The School will inform the local authority of any pupil who :

- is going to be removed from the admission register where the pupil has been taken out of School by their parents and written notification has been received that they are being educated outside the School system e.g home education (*the SSCB EHE form should be used*);
- has ceased to attend School and no longer lives within a reasonable distance;
- has been certified by a medical officer as unlikely to be in a fit state to attend School;
- are in custody for a period of more than four months due to a final court order;
- has been permanently excluded.

In any of the above cases, the local authority will be informed when the School is to remove a pupil from its register within five days and in any event, no later than this time.

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation :

Physical signs of possible sexual abuse:

- Difficulty walking or sitting
- Itching or pain in the genital areas

Neglect: 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers) or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Signs which may suggest neglect:

- Squalid, unhygienic or dangerous home conditions

- Parents who fail to attend to their children’s health or development needs
- Children who appear persistently undersized or underweight
- Children who continually appear tired or lacking in energy
- Children who suffer frequent injuries due to lack of supervision
- Failing to provide suitable or adequate clothing and provisions for food

SPECIFIC SAFEGUARDING ISSUES

Contextual Safeguarding : Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (or deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and/or welfare. Children’s social care assessments should consider such factors, so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

Staff should be aware that behaviours linked to the likes of drug-taking, alcohol abuse, truanting and sexting put children in danger. Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Staff can access broad government guidance on the issues listed below via the GOV.UK website or in Annex A of the Keeping Children Safe in Education (September 2018) document :

- **Bullying including cyber-bullying-see below**
- Children missing from education
- Children missing home or care
- **Child sexual exploitation (CSE) – see above**
- **Faith and ‘Honour based’ violence - see below**
- Domestic violence
- Drugs/County Lines
- Fabricated or induced illness
- **Female genital mutilation (FGM) – see below**
- **Forced marriage - see below**
- Gangs and Youth Violence
- Gender-based violence/violence against women and girls (VAWG)
- Hate
- Sexual Violence and Harassment

- pupils who appear with unexplained gifts or new possessions;
- pupils who associate with other young people involved in exploitation;
- pupils who have older boyfriends or girlfriends;
- pupils who suffer from sexually-transmitted infections or become pregnant;
- pupils who suffer from changes in emotional well-being;
- pupils who misuse drugs and alcohol;
- pupils who go missing for periods of time or who regularly come home late;
- pupils who are regularly missing School or education or who do not take part in education.

Staff should activate local safeguarding procedures with any concerns.

Bullying or Cyber-bullying

Reference should also be made to the School's Anti-Bullying Policy and Acceptable Use of Technology Policy for Pupils particularly for further guidance on Cyber-bullying.

Faith and 'Honour based' Violence

So-called 'honour based' violence encompasses crimes which have been committed to protect or defend the honour of the family and/or community, including FGM (see below). All forms of so called HBV are abuse (regardless of the motivation) and should be handled as such. If in any doubt, staff should speak to the DSL. Professionals in the relevant agencies will be alerted to the possibility of a child being at risk of HBV or who have already suffered and the School's local safeguarding procedures will be activated.

Female Genital Mutilation (FGM):

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Whilst all staff should speak to the Designated Safeguarding Lead with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers in Section 5B of the FGM Act 2003. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by 'to discover that an act of FGM appears to have been carried out' is used by all professionals to whom this mandatory reporting duty applies.

Staff **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to they should also still consider and discuss any such case with DSL and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e where the teacher does not discover than an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases when the woman is over 18. In these cases, staff should follow standard local safeguarding procedures.

Complying with the duty does not breach any confidentiality requirement or other restriction on disclosure which might otherwise apply. The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if a member of staff knows that a colleague has already made a report; there is no requirement to make a second.

Time frame for making a report : reports under the Duty should be made as soon as possible after a case is discovered, and best practice is for reports to be made by the close of the next working day. In order to allow for exceptional cases, a maximum timeframe of one month from when the discovery is made applies for making reports. A longer timeframe than the next working day may be appropriate in exceptional cases where, for example, a member of staff has concerns that a report to the police is likely to result in an immediate safeguarding risk to the child (or another child, e.g. a sibling) and considers that consultation with colleagues or other agencies is necessary prior to the report being made. If there is any doubt, staff should speak to the DSL as soon as practicable and keep a record of any decisions made. It is important to remember that the safety of the girl is the priority.

Where there is a risk to life or likelihood of serious immediate harm, a member of staff should report the case immediately to police, including dialling 999 if appropriate.

Making a report and keeping records : a report should be made by calling 101, where the system will determine location and make a connection to the police force covering that area. The call handler will log the call and refer it to the relevant team within the force, who will call back to ask for additional information and discuss the case in more detail. Comprehensive records should be kept of all discussions and subsequent decisions.

Contacting the family : SSCB should always be consulted in the first instance for advice on contacting the girl and/or her parents or guardians to explain the report, why it is being made, and what it means. They will then consider the risk of serious harm to the child and advise the DSL accordingly.

After a report has been made : staff should remain aware of the wider safeguarding responsibilities, which may include responding to the physical and psychological needs of the girl.

Failure to comply : the School will consider any failure to comply with the Duty by a member of staff in accordance with the School's staff disciplinary procedures and consider whether to refer the matter to the Teacher Regulation Agency (TRA) in England.

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, threat or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. 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). Nevertheless, staff should be aware that some communities use religion and culture as a way to coerce a person into marriage.

Radicalisation

Radicalisation can be explained as the process by which a person comes to support terrorism and forms of extremism. It can happen in many different ways, but specific background factors may contribute to vulnerability. The internet and use of social media have become major factors. Under Section 26 of the Counter-Terrorism and Security Act 2015, Birchfield School has due regard to the need to prevent people from being drawn into terrorism and follows guidance under the Revised Prevent Duty guidance (July 2015). This does not simply include violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. The staff are trained and updated in areas of Prevent and radicalisation as part of their Safeguarding Awareness training delivered by SSCB. In order to meet its duty to the Prevent Strategy and to communicate and promote awareness, the School will :

Build resilience to radicalisation :

The School actively promotes fundamental British values as part of broader requirements relating to the quality of education as well as the spiritual, moral, social and cultural development of pupils. This is further backed up by displays around School, reinforcing the values, and themed day links, for example in a series of assemblies given by the Headmistress. It is aware of its duty to forbid political indoctrination, but the need to secure a balanced presentation of political issues with opportunities for discussion. In this way, it offers a forum for open discussion ensuring the School is a safe place to discuss sensitive issues.

Train Staff to raise awareness :

For Early Years children, staff are advised to be alert to any safeguarding and child protection issues in the child's life at home or elsewhere and be aware of possible harmful behaviour by other adults in the child's life. This takes place through PSED as well as ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

The DSL, Mrs Amy Jones, has received Prevent training in September 2017 and has received updates within safeguarding training regularly since then. The Headmistress, Mrs Sarah Morris, underwent Prevent Awareness WRAP3 Training in September 2015 with a WRAP Train the Trainer course updated in Summer Term 2016 and the whole staff body were trained on 4th December 2015 by SSCB), explaining the Prevent Strategy and how to identify children at risk of being drawn into terrorism, being alert to changes in their behaviour and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. The DSL also attends regular safeguarding update cluster conferences run by SSCB. A further update was given in September 2017 to staff with reminders in staff inset sessions on a termly basis. Training has highlighted what radicalisation and extremism mean and why people may be vulnerable to being drawn into terrorism and also ways to identify children at risk. Staff with concerns about a pupil should speak urgently to the DSL and follow the standard safeguarding reporting procedure detailed in this policy.

Channel programme - In addition, staff undergo a Prevent Duty Educare module to support their understanding of the Channel programme which focuses upon providing early support to children who are identified as being vulnerable to being drawn into terrorism. Through this module, they are made aware of the referral process to Channel if they are concerned that an individual might be vulnerable to radicalisation and that they may be asked to attend a Channel panel to discuss the individual referred to determine whether support is required.

Work in partnership with other agencies and share information :

The DSL will work closely with other agencies such as SSCB, the Early Help Team at Shropshire Safeguarding Children's Board and Caroline Ewells, the Schools Safeguarding Officer with responsibility for the Prevent Strategy, ensuring that information is appropriately shared. Staff should follow normal reporting procedures, as detailed in this policy, when there are concerns about children who may be at risk of being drawn into terrorism. They should be mindful to 'Notice, Check and Share' any observations with a colleague and/or the DSL who will then follow up on their behalf. Staff should make a written note or use the pupil disclosure form, as appropriate, but should always share even the smallest concern to a colleague or the DSL. Contact details in respect of reporting concerns are listed in the Important Contact Details List at the end of this document.

The School will engage with parents and families as necessary as they are considered to be in a key position to spot signs of radicalisation and it will point them to suitable support mechanisms. Although decisions to seek support for a child about whom there are concerns relating to radicalisation are normally taken in consideration with parents and pupils in line with SSCB procedure, parental consent is not required for a referral when there are reasonable grounds to believe that a child is at risk of significant harm.

Implement policies for the safe use of technology and Online Safety :

The School is aware of the possible dangers associated with the use of technology and its links to child sexual exploitation, radicalisation and sexual predation and how technology can often provide the platform that facilitates harm. It therefore has a whole School approach to online safety which puts in place measures to identify, intervene and escalate any incident as and where appropriate. The

School ensures that it is doing all that it reasonably can to limit pupils' exposure to risk from inappropriate access to the three risk areas :

- content : being exposed to illegal, inappropriate or harmful material
- contact: being subjected to harmful online interaction with other users and
- conduct : personal online behaviour that increases the likelihood of ,or causes, harm.

The School has separate policies for the Acceptable Use of Technology by Pupils and by Staff and ensures that pupils are never left unsupervised when using a computer/tablet. The School purchases additional security to the router, which acts as a web filter to bar inappropriate sites. Google Safe Search has been installed on all machines and pupils receive Online Safety training through the ICT curriculum as well as overlap with PSHE. Online safety is taught to pupils as part of the school's curriculum each year in the Autumn and Spring Terms from Year 3 upwards. A permanent display in the ICT Suite informs pupils of ways to stay safe. Pupils are advised to report any incidents to their teacher immediately. A warning screen has been added as an extra alert for pupils and staff in the event of inappropriate access. The School is aware of the importance of providing the necessary filters and monitoring systems, but also mindful that measures do not 'over block' which would lead to unreasonable restrictions as to what the pupils can be taught with regards to online teaching and safeguarding. Computing planning includes regular topics related to online safety across the years and older pupils are taught to understand the risks posed to them by adults who use the internet and social media to bully, groom, abuse or radicalise other people. Pupils with access to iPads sign a safe use agreement on an annual basis, which is read to them and discussed in class. The DSL reviews and supports the planning for Computing to ensure that teaching is aligned with and considered part of the overarching safeguarding approach. Pupils are not allowed to bring mobile phones into School (refer to Mobile Device and Cameras policy).

Staff receive regular Online Safety training through an Educare module and parents receive publications such as parents' guides from www.thinkuknow.co.uk with regular newsletters, as appropriate, or are invited to talks in-house.

Sexting :

Whilst mobile phones are not allowed in School, the programme of study for Computing/PSHE includes treatment of the subject of 'sexting' and the dangers it brings. The term 'sexting' for most young people relates to the sharing and writing of explicit messages and imagery with people they know, but may also include people they do not know. Any disclosures of sexting will be reported immediately to the DSL who will follow guidance from [Sexting in Schools and colleges : responding to incidents and safeguarding young people](#) and Shropshire Children's Safeguarding Board. Parents will be informed at an early stage in the process, unless there is good reason to believe that involving parents would put the child at risk of harm. Any cases of disclosure relating specifically to youth produced sexual imagery will be taken very seriously and will be referred to SSCB in the first instance for advice or the police if there is concern that a pupil has been harmed or is at risk of harm.

Risk Assess Visiting Speakers to the School :

The School takes care to provide a safe space for pupils to engage with a variety of issues and hear and debate different perspectives and staff follow the protocol set out below to ensure that all visiting speakers are **suitable and appropriately supervised**. This may be during the School day or as part of the extra-curricular programme. The School does not offer its premises to be used for external speaker events outside School hours. The following measures should take place before a visit is agreed:

- staff requesting visits from speakers should first seek authorisation from the Headmistress.
- a risk assessment is produced, using the template provided.
- the content of the presentation has been agreed and checked.
- the content is appropriate for the age of the audience.
- any gifts to be issued have been agreed with the Headmistress.
- the status and reputation of the speaker has been checked.

It will also be mindful when making a decision to host that :

- the decision complies with and does not discriminate against the protected characteristics under the equality duty.
- there is no risk to the School's reputation and ethos.
- there is no potential for speakers to stir up hatred.

The DSL has risk assessed the School's position in respect of its location and the potential of threat and will consider the level of risk to identify the most appropriate referral which could include Channel or Children's Social Care, for example. Birchfield School will ensure that it does not allow its facilities to be used by groups or individuals who seek to promote or express extreme ideological, religious or political views.

The School takes care to ensure the safety of all its pupils by verifying site risk assessments of venues to be visited for educational visits, pre-visit trips by staff where needed and by creating its own risk assessments of visiting staff for workshops and assemblies etc. A template of the risk assessment appears on the Teacher's Area of the network, prompting staff the questions to ask for in respect of checks for suitability. In the event of any concern, the School will contact the local Prevent coordinator.

HOW TO RESPOND TO A DISCLOSURE OF ABUSE

Children are more likely to be abused by someone they know and trust than by a stranger. Staff and volunteers should make themselves available to listen and demonstrate to the pupil that what they are saying is being taken seriously and without criticism and should respond in a supportive, calm manner and avoid asking detailed questions. They should respond with the appropriate level of confidentiality and not promise that the allegation will not be disclosed to the relevant person. The role of the staff or volunteer is to listen, accurately record and report, not to investigate. Staff and volunteers should take care to ensure that their behaviour and actions do not place pupils or themselves at risk of harm, that their approach is child-centred and always in the **best interests** of the child .

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but is not limited to, bullying (including cyber-bullying), gender-based violence, sexual assaults and sexting. If a pupil reports abuse from another pupil or pupils, staff should follow the procedures in this section, in line with SSCB guidance. A bullying incident will be regarded as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Please also refer to the Anti-Bullying Policy. The Designated Safeguarding Lead will liaise with local agencies in relation to handling any such cases which arise and SSCB will be contacted for further advice, which may lead to a referral (refer to contact numbers on first page).

I. IMMEDIATE RESPONSE

If a disclosure is made, the member of staff or volunteer **should:**

- Allow the pace of the conversation to be dictated by the pupil
- Ask open questions which encourage talk e.g “can you tell me what happened?”
- Accept what the pupil says and do not ask for further detail
- Acknowledge how hard it was for them to tell you and show by voice tone and/or facial expression that you are taking their concerns seriously
- Note carefully any clearly visible external signs of possible injury or neglect
- Reassure the pupil that they have done the right thing, that it is not their fault, and explain whom you will have to tell (the DSL) and why

The member of staff or volunteer **should not**:

- Burden the pupil by asking questions like “why didn’t you tell me before?”
- Interrogate or pressure the pupil to provide information
- **Ask any potentially leading questions** but use examples such as those that start with the words, how, what, when, where and why
- Undress the child or examine clothed parts of the child’s body in an attempt to determine the nature of any such injuries/neglect
- Criticise the alleged perpetrator, this may be someone they love
- **Promise confidentiality**
- Make promises that they cannot keep such as “I’ll stay with you all the time”
- Put words in the child’s mouth (i.e. finish their sentences)
- Speculate about what happened/might have happened, or make accusations
- Show an overly emotional reaction, such as expressing disgust, shock or disbelief
- Attempt to investigate the allegations

2. SUPPORTING THE CHILD

If a pupil confides in a member of staff or volunteer and requests that the information is kept secret, staff/volunteers **must not** make promises about confidentiality. Staff must tell the pupil sensitively that they have a responsibility to tell the named DSL so that the child can be helped to stay safe and feel better. If the School has a “child in need” then if there is any concern about that child, children’s social care must be contacted immediately.

Birchfield School recognises that a child who is abused may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. It is important that they receive the right help at the right time to address risks and prevent issues escalating and that staff act upon the early signs of abuse and neglect, keeping clear records and listening to the views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging inaction. The School will provide continuing support to a pupil who has disclosed abuse through promoting a caring and safe environment within the School and encouraging self-esteem and self-assertiveness through the curriculum and through relationships. In doing so, the Schools will act in accordance with guidance from the relevant authorities to ensure that, for example, legal proceedings are not compromised.

All allegations should be referred by the DSL to the Local Authority Children’s Social Care centre for advice before any investigation takes place. In borderline cases, these discussions can be held informally and without naming the individual. In case of serious harm and on the occasion that a crime has been committed, the police should be informed at the outset.

3. RECORDING INFORMATION

If a pupil or parent makes a disclosure, staff/volunteers should:

- Make brief written notes **at the time or immediately afterwards**, which record the date, time, place and context of the disclosure or concern, and what has actually been said

(wherever possible using the child's exact words, even if they seem childish, rude or inappropriate), not assumption or interpretation.

- Complete a Disclosure Form (posted in the staffroom or within the policy) which must be signed and dated and handed to the DSL as a matter of urgency
- Clearly distinguish between fact, observation, allegation and opinion
- Record any observed injuries on the Body Map (available in the staffroom or within the policy) and submit it to the DSL
- Note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into "proper terms")
- Appreciate that their records may be used in criminal or court proceedings or GDPR.

4. REPORTING TO THE DSL

Any concerns about pupils must be discussed with Mrs Amy Jones, the DSL (or in their absence the Deputy DSL, Mrs Sarah Morris) as soon as possible and at latest by the end of the School day. He will in turn inform the Headmistress. Where the disclosure identifies reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, the DSL will report the disclosure to the local First Point of Contact Team Social Services Department within 24 hours (0345 6789021). In cases of serious harm, the police should be informed from the outset. Staff are informed that, whilst the DSL generally carries responsibility for making referrals, anyone can make a referral to external agencies.

DEALING WITH PEER ON PEER ABUSE

All staff should recognise that children are capable of abusing their peers and be clear about the school's policy and procedures with regard to peer on peer abuse. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals

The School will minimise the risk of peer on peer abuse by close supervision of pupils at all times and adherence to its Behaviour Policy, with examples of good behaviours celebrated in School. Assemblies and workshops are held to deal with issues such as cyber-bullying, gender-based matters and conflict resolution. A comprehensive programme of study in Computing/PSHE teaches pupils how to deal with and recognise inappropriate use of the internet and social media e.g cases of sexting. The Deputy Head monitors any pupils where there are concerns and acts as a mentor, where needed. Pupils are encouraged to share their concerns with any of the staff they feel they can share the information with. Pastoral Care plans are also created as appropriate, to enable us to work closely with families.

If a pupil reports abuse from another pupil or pupils, which exceeds the remit of the Anti-bullying or Behaviour Policy, the above procedures should be followed. A bullying incident will be regarded as a child protection concern where there is reasonable cause to suspect 'that a child is suffering, or is likely to suffer, significant harm' as in the case of sexualised abuse and verbal abuse by peers on peers. In such a case, a risk assessment (supported by advice from the relevant statutory authorities, as appropriate) will be carried out in order to ensure that both parties, perpetrator and victim, receive the appropriate support and that risk-based decision-making takes place. It may be

necessary, for example, for an accused pupil to be removed from School for a period of time, or from certain classes or whether contact with certain individuals should be prevented or supervised or for counselling opportunities to be made available. In such an event, all pupils, whether victim or perpetrator, are treated as being 'at risk'.

Peer on peer abuse is always treated seriously as another form of abuse and not passed off or tolerated as an example of 'banter', 'just having a laugh' or 'part of growing up'. Both the victim and the perpetrator will be offered support and the School will work with families involved. Staff should be aware that peer on peer abuse can take many forms such as various types of cyberbullying, sexting, pupils being assaulted or gender issues such as initiation type violence. The school recognises that the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously; Although pupils are not allowed to bring mobile phones into School, parents are provided with guidance such as updates from CEOP in regular newsletters as felt appropriate and the area is covered as part of the PSHE/Computing programme of study. They should speak to the DSL if they have any concerns.

When there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm, any such abuse will be referred to the First Point of Contact Team (FPOC) on Telephone Number : 0345 678 9021.

CHILD ON CHILD SEXUAL VIOLENCE AND SEXUAL HARASSMENT

Procedure for the Immediate Response to a Report

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Ultimately, any decisions are for the school or college to make on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as children's social care and the police as required. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff should ensure that they are :

- not promising confidentiality at this initial stage as it is very likely a concern will have to be shared further (for example, with the designated safeguarding lead or children's social care) to discuss next steps. Staff should only share the report with those people who are necessary in order to progress it. It is important that the victim understands what the next steps will be and who the report will be passed to;
- recognising a child is likely to disclose to someone they trust: this could be anyone on the school or college staff. It is important that the person to whom the child discloses recognises that the child has placed them in a position of trust.
- they should be supportive and respectful of the child; listening carefully to the child, being non-judgmental, being clear about boundaries and how the report will be progressed, not asking leading questions and only prompting the child where necessary with open questions – where, when, what, etc;
- considering the best way to make a record of the report. Best practice is to wait until the end of the report and immediately write up a thorough summary. This allows the staff member to devote their full attention to the child and to listen to what they are saying. It may be appropriate to make notes during the report (especially if a second member of staff

is present). However, if making notes, staff should be conscious of the need to remain engaged with the child and not appear distracted by the note taking. Either way, it is essential a written record is made;

- only recording the facts as the child presents them. The notes should not reflect the personal opinion of the note taker. Schools and colleges should be aware that notes of such reports could become part of a statutory assessment by children's social care and/or part of a criminal investigation;
- where the report includes an online element, being aware of searching screening and confiscation advice (for schools) and UKCCIS sexting advice (for schools and colleges). The key consideration is for staff not to view or forward illegal images of a child. The highlighted advice provides more details on what to do when viewing an image is unavoidable.
- if possible, managing reports with two members of staff present, (preferably one of them being the designated safeguarding lead or a deputy). However, this might not always be possible; and informing the designated safeguarding lead (or deputy), as soon as practically possible, if the designated safeguarding lead (or deputy) is not involved in the initial report.

When there has been a report of sexual violence, the designated safeguarding lead (or a deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider: the victim, especially their protection and support; the alleged perpetrator; and all the other children (and, if appropriate, adult students and staff) at the school. Risk assessments should be recorded and should be kept under review.

ACTION FOLLOWING A REPORT OF SEXUAL VIOLENCE/HARASSMENT

The designated safeguarding lead (or deputy) is likely to have a complete safeguarding picture and be the most appropriate person to advise on the school or college's initial response. Important considerations will include:

- the wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered;
- the nature of the alleged incident(s), including: whether a crime may have been committed and consideration of harmful sexual behaviour;
- the ages of the children involved;
- the developmental stages of the children involved;
- any power imbalance between the children. For example, is the alleged perpetrator significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?
- if the alleged incident is a one-off or a sustained pattern of abuse;
- are there ongoing risks to the victim, other children, adult students or school; and
- other related issues and wider context.

Immediate consideration should be given as to how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted). The school takes the position that sexual violence and sexual harassment is not acceptable and will not be tolerated.

Children Sharing a Classroom

Any report of sexual violence is likely to be traumatic for the victim and those in close proximity with the alleged perpetrator. Whilst the school establishes the facts of the case and starts the process of liaising with children's social care and the police, the alleged perpetrator should be

removed from any classes they share with the victim. The school should also consider how best to keep the victim and alleged perpetrator a reasonable distance apart on school premises and on transport to and from the school, where appropriate. These actions are in the best interests of both children and should not be perceived to be a judgment on the guilt of the alleged perpetrator. The wishes of the victim, the nature of the allegations and the protection of all children in the school or college will be especially important when considering any immediate actions.

Managing the Report

The school will treat each report on a case-by-case basis and will consider carefully when to inform the alleged perpetrator. Where a report is going to be made to children's social care and/or the police, then, as a general rule, the school will speak to the relevant agency and discuss next steps and how the alleged perpetrator will be informed of the allegations. However, this does not stop the school taking immediate action to safeguard their children, where required. The school may consider managing a report in the following ways :

1. Manage internally

- In some cases of sexual harassment, for example, one-off incidents, the school may take the view that the children concerned are not in need of early help or statutory intervention and that it would be appropriate to handle the incident internally, perhaps through utilising their behaviour and bullying policies and by providing pastoral support.

2. Early help

- the school may decide that the children involved do not require statutory interventions but may benefit from early help. Early help means providing support as soon as a problem emerges, at any point in a child's life. Providing early help is more effective in promoting the welfare of children than reacting later. Early help can be particularly useful to address non-violent harmful sexual behaviour and may prevent escalation of sexual violence.

3. Referrals to children's social care

- Where a child has been harmed, is at risk of harm, or is in immediate danger, the school will make a referral to local children's social care.
- At the referral to children's social care stage, the school will generally inform parents or carers, unless there are compelling reasons not to (if informing a parent or carer is going to put the child at additional risk). Any such decision should be made with the support of children's social care.
- If a referral is made, children's social care will then make enquiries to determine whether any of the children involved are in need of protection or other services.
- Where statutory assessments are appropriate, the school (especially the designated safeguarding lead or a deputy) will work alongside, and cooperate with, the relevant lead social worker.
- the school will wait for the outcome (or even the start) of a children's social care investigation before protecting the victim and other children. It is important for the designated safeguarding lead (or a deputy) to work closely with children's social care (and other agencies as required) to ensure any actions the school or college takes do not jeopardise a statutory investigation. The risk assessment will help inform any decision. Consideration of safeguarding the victim, alleged perpetrator, any other children directly involved in the safeguarding report and all children at the school or college should be immediate.
- In some cases, children's social care will review the evidence and decide a statutory intervention is not appropriate. The school (generally led by the designated safeguarding lead or a deputy) should be prepared to refer again if they believe the child remains in immediate danger or at risk of harm. If a statutory assessment is not appropriate, the designated safeguarding lead (or a deputy) should consider other support mechanisms such as early help, specialist support and pastoral support.

4. Reporting to the Police

- Any report to the police will generally be in parallel with a referral to children's social care (as above).
- It is important that the designated safeguarding lead (and their deputies) is clear about the local process for referrals and follow that process.
- Where a report of rape, assault by penetration or sexual assault is made, the starting point is this should be passed on to the police. Whilst the age of criminal responsibility is ten, if the alleged perpetrator is under ten, the starting principle of reporting to the police remains.
- At this stage, schools and colleges will generally inform parents or carers unless there are compelling reasons not to, for example, if informing a parent or carer is likely to put a child at additional risk. In circumstances where parents or carers have not been informed, it will be especially important that the school is supporting the child in any decision they take. This should be with the support of children's social care and any appropriate specialist agencies.
- Where a report has been made to the police, the school or college should consult the police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator and their parents or carers. They should also discuss the best way to protect the victim and their anonymity.
- All police forces in England have specialist units that investigate child abuse. The designated safeguarding lead (and their deputies) should be aware of their local arrangements.

Whatever the school's response, it should be underpinned by the principle that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussions, decisions and reasons for decisions should be recorded (written or electronic). The school will work closely with the police in respect of any possible bail conditions and should not wait for the outcome (or even the start) of a police investigation before protecting the victim, alleged perpetrator and other children.

At the end of the criminal process, if a child is convicted or receives a caution for a sexual offence, the school will update its risk assessment, ensure relevant protections are in place for all the children at the school and, if it has not already, consider any suitable action in light of their behaviour policy. If the perpetrator remains in the same school as the victim, the school or college should be very clear as to their expectations regarding the perpetrator now they have been convicted or cautioned. Any conviction (even with legal anonymity reporting restrictions) is potentially going to generate interest among other pupils or students in the school and the school will work to ensure that both the victim and alleged perpetrator remain protected, especially from any bullying or harassment (including online). In cases where there is no further action, the school will continue to offer support to the victim and the alleged perpetrator for as long as is necessary.

Ongoing response - Safeguarding and supporting the victim

The school will consider the following to help support the victim on an ongoing basis :

- Consider the age and the developmental stage of the victim, the nature of the allegations and the potential risk of further abuse.
- The needs and wishes of the victim should be paramount (along with protecting the child) in any response. It is important they feel in as much control of the process as is reasonably possible. Wherever possible, the victim, if they wish, should be able to continue in their normal routine.
- The victim should never be made to feel they are the problem for making a report or made to feel ashamed for making a report.
- Consider the proportionality of the response. The support required regarding a one-off incident of sexualised name-calling is likely to be vastly different from that for a report of rape.

The school may seek the support of :

- Children and Young People's Independent Sexual Violence Advisors (ChISVAs) provide emotional and practical support for victims of sexual violence.
- Child and adolescent mental health services (CAMHS)
- Rape Crisis Centres who provide therapeutic support for children who have experienced sexual violence.
- Internet Watch Foundation (to potentially remove illegal images)

It is essential that dialogue is kept open and encouraged with victims and the school will ask if they would find it helpful to have a designated trusted adult (for example, their form tutor or designated safeguarding lead) to talk to about their needs. The choice of any such adult should be the victim's and the school will respect and support this choice. The victim may wish to withdraw from lessons and activities although the school will be mindful of not isolating the victim. A separate physical space may be provided for as long as is needed. The school will do all it reasonably can to protect the victim from bullying and harassment as a result of any report they have made. Alternative provision or a move to another school will be considered to enable them to continue to receive suitable education. This should only be at the request of the victim (and following discussion with their parents or carers). The school via the DSL will ensure that any new educational institution is made aware of any ongoing support needs, discuss with the victim and, where appropriate their parents or carers as to the most suitable way of doing this) as well as transferring the child protection file.

Ongoing Considerations: Victim and alleged perpetrator sharing classes

Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator should be removed from any classes they share with the victim. Close liaison with the police is essential. Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, the school will take suitable action, if they have not already done so. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and lead to the view that allowing the perpetrator to remain in the same school would seriously harm the education or welfare of the victim (and potentially other pupils). Where a criminal investigation into sexual assault leads to a conviction or caution, the school will consider any suitable sanctions in light of their behaviour policy, including consideration of permanent exclusion. Where the perpetrator is going to remain at the school, the principle would be to continue keeping the victim and perpetrator in separate classes and continue to consider the most appropriate way to manage potential contact on school premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases. In all cases, the school will record and be able to justify its decision-making.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Staff should be aware that pupils with special educational needs and disabilities face additional safeguarding challenges and are especially vulnerable. These may include :

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- pupils with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers.

Staff should be highly vigilant in such cases and discuss any concerns with the DSL.

THE USE OF 'REASONABLE FORCE'

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

The decision on whether or not to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances. When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions, staff should consider the risks carefully and the additional vulnerability of these groups. They should also consider their duties under the Equality Act 2010 in relation to making reasonable adjustments and non-discrimination. The school will draw up individual behaviour plans for more vulnerable children and agree them with parents in order to reduce the occurrence of challenging behaviour and the need to use reasonable force.

REPORTING CONCERNS ABOUT SAFEGUARDING PRACTICE WITHIN SCHOOL

Staff should raise concerns over any unsafe or poor practice or potential failures in the School's safeguarding regime. All such concerns will be taken seriously by the senior leadership team. If a member of staff feels unable to raise a concern or feels that their concern is not being taken seriously they should refer to the separate Whistleblowing Policy in the first instance or contact the NSPCC helpline on help@nspcc.org.uk.

DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF/HEADMISTRESS

Where a safeguarding related allegation or cause for concern is made against any member of staff or volunteer, the matter should be reported immediately to the DSL. They should **not speak** to the member of staff who is the subject of the allegation at this point. In the absence of the DSL, the allegation should be reported to the Chair of Governors. Where a safeguarding related allegation or cause for concern is made against the Headmistress, the person receiving the allegation should immediately inform the Chair of Governors and must **not** notify the Headmistress.

Immediate contact (less than one working day) should be made with the Local Authority Designated Officer (LADO)/Local Authority Children's Social Care centre to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. The School will not conduct any investigation without first speaking with the LADO, or in the most serious of cases, the police. Discussions will be recorded in writing, and communication with both the individual and the parents of the child/children agreed. The School will consider carefully whether the circumstances of the case require suspension or whether alternative arrangements should be put into place. The School will give due weight to the views of the LADO/Local Authority Children's Social Care centre when making a decision about suspension. A separate Staff Code of Conduct is also available to outline procedure.

LADO/LOCAL AUTHORITY CHILDREN'S SOCIAL CARE CENTRE (CONTACT: 0345 678 9021)

If an allegation is made against a teacher the quick resolution of that allegation must be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays must be eradicated. The School will not undertake their own investigations of allegations without prior consultation with the LADO/Local Authority Children's Social Care

Centre. As described above, a decision as to how to proceed and eventually whether or not to suspend a member of staff or volunteer will be taken by the Headmistress following consultation with the LADO/Local Authority Children's Social Care centre. In borderline cases discussions with the LADO/Local Authority Children's Social Care centre will be held informally and without naming the School or individual. Suspension is not an automatic response and the decision will be taken according to the circumstances of each particular case. The decision as to whether or not to suspend the Headmistress is taken by the Chair of Governors (having consulted the relevant authorities).

In considering the available options, including re-deployment of the member of staff or volunteer, the LADO/Local Authority Children's Social Care centre and the Headmistress will ensure that their primary concerns are the safety and wellbeing of the pupils, together with the need for a full and fair investigation which will be led by the LADO/Local Authority Children's Social Care centre. Where it becomes necessary to cease to use the services of any person (including staff members, agency staff, peripatetic teacher, volunteer or any other person) because it is considered that the person may be unsuitable to work with children, a referral will be made to the DBS promptly and in any event within 28 days in accordance with the School's legal duty. The School will also consider making a referral to the Teacher Regulation Agency (TRA) where a teacher has been dismissed (or has resigned in lieu of dismissal or possible dismissal) and a Prohibition Order may be appropriate. Where required to do so, we will promptly report to the DBS and provide information requested by the DBS or Teacher Regulation Agency (TRA) in respect of a member of staff (whether employed, contracted, a volunteer or student) whose services are no longer used for regulated activity in accordance with our legal duty.

Ceasing to use a person's services includes : dismissal, non-renewal of a fixed-term contract, no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors, no longer using volunteers, resignation and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering. The School recognises that failure to report constitutes an offence and compromise agreements cannot be used to prevent a referral to the DBS. From 1st October 2012, there are restrictions on reporting or publishing of allegations against teachers, and so the School will make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the Teacher Regulation Agency (TRA) published information about an investigation or decision in a disciplinary case. Where a teacher has been dismissed, a prohibition order may be appropriate for reasons such as : 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or a 'conviction, at any time, for a relevant offence'. Communications with the School community about safeguarding related allegations shall only be made following consultation with the Local Authority Children's Social Care centre and any investigating authorities. The Independent Schools Association's (ISA) Legal Department will advise on the statutory restrictions on publication of details of allegations.

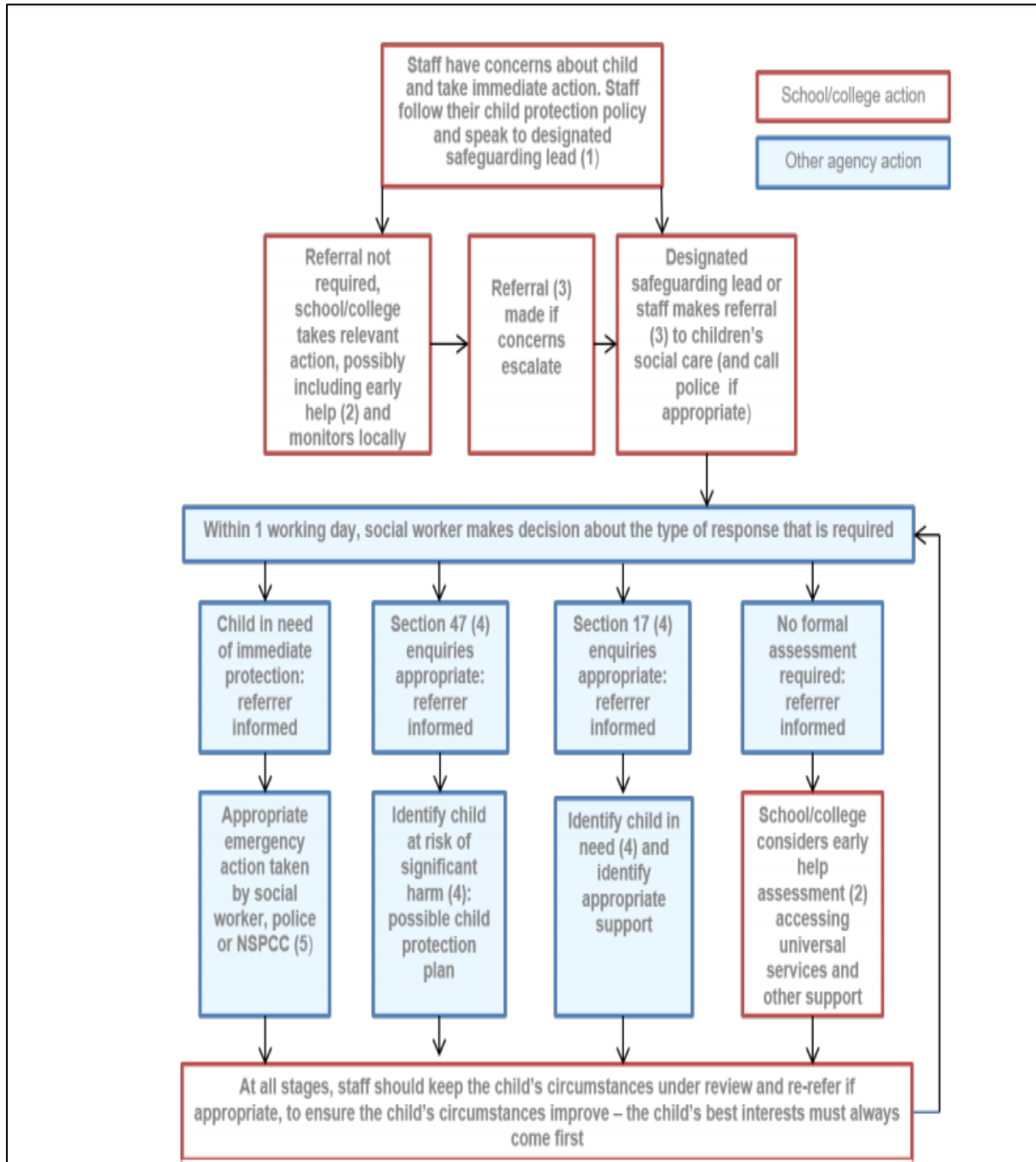
REFERRING CONCERNS TO FIRST POINT OF CONTACT (FPOC) DUTY TEAM

The decision to make a referral which could activate a child protection investigation and the issue of gaining parental consent are serious matters and require careful judgement. Advice will be sought in the first instance from SSCB by the DSL and in some cases may involve further consultation with the LADO/Local Authority Children's Social Care centre and the Legal Department at the Independent Schools Association (ISA). In cases of serious harm the police will be informed, but this will be instigated further to advice from the Safeguarding Hub. In accordance with this Policy, where the disclosure relates to actual abuse or the suspicion of abuse, the DSL will report the disclosure to the SSCB First Point of Contact Team (FPOC) within 24 hours. In the event of the School making a

referral to the Duty and Assessment Team (Social Services) they should agree with the recipient of the referral what exactly the child and parents will be told, when and by whom. The DSL should ask to be kept informed of the timing of the strategy discussion between the SSCB First Point of Contact Team and the police which will decide whether and how to investigate. The DSL should be prepared to contribute to the strategy discussion. The SSCB First Point of Contact Team are required to acknowledge written referrals within one working day, although Schools should expect a prompter response in cases which appear to be urgent. If the School has not heard from the SSCB First Point of Contact Team after two working days, the School should contact the team again. A record of each contact, including the name of the officer with whom the School has spoken should be kept.

THE KEY PROCEDURES FLOW CHART

Actions Where There Are Concerns About A Child



PART TWO : THE MANAGEMENT OF SAFEGUARDING

THE RESPONSIBILITY OF THE GOVERNORS

The Governors will ensure that they comply with their duties under legislation and will ensure that there are appropriate policies and procedures, including a school child protection policy, in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare. Whilst the Board of Governors assume responsibility for safeguarding as a whole, Mrs Lynne Statham, a governor on the Board, will take leadership responsibility for the school's safeguarding arrangements and the annual review of safeguarding. The governors will also have regard to national and local guidance to ensure that the policies, procedures and training in School are effective and comply with the law at all times and reflect local protocols for assessment. As part of meeting a child's needs, it is important for governing bodies and proprietors to recognise the importance of information sharing between professionals and local agencies. This should include ensuring arrangements are in place that set out clearly the process and principles for sharing information. The Governor for Safeguarding has taken Level 2 Safeguarding training for governors on 27.8.17.

INTER-AGENCY WORKING

The Governors will ensure that the School contributes to inter-agency working such as social care, the police and health and other services in line with statutory guidance *Working Together to Safeguard Children 2018* and *Keeping Children Safe in Education, September 2018*. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. The Governors will ensure that the School's safeguarding arrangements take into account the procedures and practice of Shropshire Safeguarding Children Board. The Chair of Governors is nominated to liaise with the Local Authority and/or partner agencies on issues of child protection in the event of allegations of abuse made against the Headmistress or member of the Board of Governors.

ARRANGEMENTS FOR REVIEWING SAFEGUARDING POLICIES/PROCEDURES

The Body will ensure that an appropriate senior member of staff, from the school's management team, is appointed to the role of Designated Safeguarding Lead. The Headmistress and/or DSL, as appropriate, reports on Child Protection at regular meetings of The Board of Governors. There are arrangements in place to ensure that the School's child protection policies and procedures are reviewed annually or earlier if new guidance is received and each policy is signed as a master copy by the Headmistress and Chair of Governors. A separate annual Safeguarding Audit is carried out between the Headmistress, DSL and Governor responsible for Safeguarding also including a review of procedures and the effectiveness of their implementation. They will ensure that there are appropriate policies and procedures including for child protection and staff code of conduct, in place in order for appropriate action to be taken in a timely manner to promote and safeguard children's welfare. They will also ensure that:

- Both policies are provided to all staff, including temporary staff and volunteers, on induction including Part One and Annex A of the Keeping Children Safe in Education (September 2018) document and guidance sheet and they will take a proportional risk-based approach as to the level of information that is provided to temporary staff and volunteers. Similarly, they will ensure that opportunities exist for staff to contribute to policy development.
- Information is shared between professionals and local agencies, as needed, but deemed especially important in the case of child sexual exploitation.

- Whilst the Data Protection Act 1998 places a duty to process information fairly and lawfully, this must not be a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.
- That the school follows correct practice on information sharing.
- The safeguarding policy describes procedures and local protocols which are in accordance with government guidance and refer to Shropshire's agreed inter-agency procedures as put in place by SSCB. This will allow for an understanding of the 'Right Service at the Right Time' programme and contact details to be available. The local safeguarding board's Section 11 questionnaire will also be completed and shared with the Governor with responsibility for safeguarding on an annual basis.
- The appropriate filters and monitoring systems exist for safe use of the internet, including the teaching of online safety within the curriculum.
- The safeguarding policy is updated annually as a minimum and is available publicly either via the School website or by other means.

The Headmistress in tandem with the DSL will ensure that the policies and procedures adopted by the Board of Governors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.

If there was a substantial allegation against a member of staff, the School would work with the LADO/Local Authority children's social care centre to determine whether any improvements could be made to the School's procedures or practice to help prevent similar events in the future.

THE APPOINTMENT OF THE DESIGNATED SAFEGUARDING LEAD

The School is required to name at least one individual from the leadership team to take lead responsibility for child protection matters and this role is only delegated in the DSL's absence. The Board of Governors has appointed Mrs Amy Jones, Director of Studies, to the role of Designated Safeguarding Lead (DSL) with responsibility also for the Early Years. This is explicit in the role-holder's job description which is attached to this policy. Mrs Sarah Morris, Headmistress, will act as Deputy DSL. Regular formal refresher training is available for the DSL and Deputy DSL every two years and appropriate whole staff training every two years provided by Shropshire Safeguarding Children Board, last offered in September 2017, with further updates provided by email and staff meetings in the interim, as need demands, in order that they will have the skills and knowledge to manage their role. Further e-safety training is carried out every two years online. Interim updates are provided via Shropshire Safeguarding Children's Board termly meetings and conferences, with information relayed at annual and termly staff briefings provided as a minimum. Either the DSL or Deputy DSL will always be available for staff concerns to be discussed, as well as outside hours for before and after-school clubs.

If, at any point, there is a risk of immediate serious harm to a child a referral will be made to children's social care immediately. Anybody can make a referral.

THE SCHOOL'S RECRUITMENT PROCEDURES

In line with the separate Recruitment and Selection Policy, the Governors will prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised. Before employing a person to carry out teaching work in relation to children, the school will undertake an Enhanced DBS certificate, including Barred List check, and take reasonable steps to establish whether that person is subject to a prohibition order made under section 141B of the Education Act 2002 or if any sanction or restriction imposed (that remains current) by the GTCE before its abolition in

March 2012. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required will depend on the role that is being offered and duties involved. The Governors ensure that at least one person on any appointment panel has undertaken safer recruitment training. The Deputy DSL, Headmistress, Sarah Morris, is trained through the NSPCC online Safer Recruitment course, renewed in December 2017. The Deputy Head, Jacqueline Johnston, is also trained on Safer Recruitment with an Educare course taken in March 2016.

The Governors will ensure that there are procedures in place to handle allegations against members of staff and volunteers and those allegations will be referred to the Local Authority children's social care centre. It will also aim to ensure that staff are sufficiently trained in child protection at the point of recruitment and, in the absence of updated training, provide training upon appointment.

The Governors are committed to promptly report to the DBS any person (whether employed, contracted, a volunteer or student) whose services are no longer used. The School's Recruitment and Selection Policy ensures that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. The Governors understand that **this is a legal duty and failure to refer when the criteria are met is a criminal offence.**

Reports made to the DBS will include as much evidence about the circumstances of the case as possible. 'Settlement agreements' cannot apply in this connection or where the individual refuses to co-operate with the investigation. The Board of Governors has a legal duty to respond to requests from the DBS for information held already but do not have to find it from other sources.

As part of the Disqualification under the Childcare Act 2006 (June 2016), new and existing staff who are considered to be in scope are required to confirm in an annual self-declaration form that they do not have disqualification orders in respect of children against them. The check date is then noted on the Single Central Register. It will be the responsibility of each member of staff to advise the Headmistress if their circumstances change in this respect. Where the School receives information that a member of staff falls within the grounds for disqualification, Ofsted will be informed on www.disqualification@ofsted.gov.uk. The School is not able to continue to employ a disqualified member of staff, although it will be explained to them that a waiver can be applied for from Ofsted. If a waiver is not granted, consideration will be given to redeployment or ultimately dismissal (after following a fair process).

Ceasing to use a person's service includes: dismissal, non-renewal of a fixed term contract, no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee, no longer using staff employed by contractors, no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, Contract Working, a course of initial teacher training, or volunteering. Reports made to the DBS will include as much evidence about the circumstances of the case as possible. 'Compromise agreements' cannot apply in this connection or where the individual refuses to co-operate with the investigation. The Board of Governors has a legal duty to respond to requests from the DBS for information held already but do not have to find it from other sources.

Birchfield School understands that it is also under a duty to consider making a referral to the Teacher Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a Prohibition Order may be appropriate. The reason such an Order would be considered are: unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, at any time, for the relevant offence'. Further guidance on this can be obtained from the Teacher Regulation Agency (TRA) website. Where a referral has been

made to the DBS, it is not necessary for a referral to be made to the Teacher Regulation Agency (TRA), as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, then the Board of Governors will give separate consideration to end the Teacher Regulation Agency (TRA) referral.

OPPORTUNITIES TO TEACH SAFEGUARDING

The Governors will consider how children may be taught about safeguarding, including online safety, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social, health and citizenship education (PSHE) and link to staying safe in use of electronic equipment and with access to the internet (Computing). They will ensure that the appropriate filters and monitoring procedures are in place, but that these are not 'over blocked' which would lead to unreasonable restrictions on what pupils can be taught about safe usage.

LOOKED AFTER CHILDREN

In the event of Birchfield School having a 'Looked After Child', the Governors will ensure that a designated teacher is appointed to promote the educational achievement of children who are looked after. The Governors will ensure, by making provision for training, that the designated teacher has appropriate skills, knowledge and understanding, under the Children and Social Work Act 2017 to keep safe children who are looked after by a local authority. The designated teacher will be given the information they need about the child's status, contact arrangements with parents, care arrangements and delegated authority to carers. This information will also be made available to the DSL. The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Governors will ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they will ensure that appropriate staff 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 will 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.

A previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together, and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Care Leavers

Designated safeguarding leads should be aware that local authorities have on-going responsibilities to the young people who cease to be looked after and become care leavers. They will therefore have details of the local authority Personal Advisor appointed to guide and support the care leaver and should liaise with them as necessary regarding any issues of concern affecting the care leaver.

The Governors will ensure that the child's wishes, or feelings are taken into account when determining what action to take and what services to provide to protect individual children, through ensuring there are systems in place for children to express their views and give feedback. The Governors will ensure that staff members do not promise confidentiality to the child and always act in the interests of the child. The School will be particularly alert to children's safeguarding when children stay with host families or in residential accommodation. Every effort will be made to safeguard and protect pupils.

PERIPATETIC MUSIC TEACHERS

Specialist music lessons are provided in School by peripatetic music teachers. These peripatetic music teachers are considered as staff and therefore this policy applies, including arrangements for induction and training. Peripatetic music teachers also have access to the School's key policies and receive induction in the case of new staff.

MISSING OR LOST CHILDREN

A child going missing from an education setting is a potential indicator of abuse and neglect. The School has a Missing or Lost Child Policy in place which puts appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions, to help identify any risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

SAFE SCHOOL, SAFE STAFF

All School staff must adhere to the guidance provided in the separate Staff Code of Conduct Policy and Disciplinary Procedure. The procedures set out in the School's Recruitment and Selection of Staff Policy and Whistleblowing Policy are also followed and should be referred to separately. The policy sets out the School's processes from beginning to end including details of the required checks. Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children. The School does not at any time use corporal punishment in School.

MOBILE DEVICE AND CAMERA POLICY

For pupils in the Early Years Foundation Stage and all other pupils

This policy should be read alongside the Staff Code of Conduct; the Acceptable use of Technology by Staff Policy; the Acceptable Use of Technology by Pupils Policy; Social Media Policy and the Photography Policy.

Introduction and Aim

For the purposes of this policy, the term "mobile device" includes all mobile devices which are capable of receiving, sending or storing data, making telephone calls or taking photographs. Included within the definition are mobile telephones and tablets of all kinds including smartwatches. The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines to protect children, including pupils in the **Early Years Foundation Stage**. This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools – which in turn can contribute to safeguarding practice and protection.

Scope

This policy applies to all individuals who have access to personal or work-related mobile devices and cameras on School premises or whilst engaged on School business off-site. This includes all staff, volunteers, students on work experience, children, parents, carers, contractors and visitors. This list is not exhaustive. Visitors are made aware of the procedure for correct usage in a Welcome Leaflet issued upon arrival.

Pupils of the School are not allowed to bring mobile devices into School, except in exceptional circumstances when they are handed in to the School office for safekeeping and permission is given by the Headmistress (please refer to the Acceptable Use of Technology – Pupils Policy for more

information).

It is recognised that mobile devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. The aim is to avoid distraction and disruption of the child's education and welfare, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Procedure for Mobile Devices

Staff must keep their mobile devices stored out of sight of pupils at all times, although these may be used freely in :

- (a) staff room during break times and lunchtimes;
- (b) office spaces during breaks or non-contact times (when no children are present);
- (c) child-free classrooms at lunchtimes and before/after School.

Staff leave their belongings in the School at their own risk: it is therefore recommended that they security mark and insure their devices. All mobile devices which hold, or may be used to access, School-related data (e.g. a mobile phone on which a School email account has been set up) must be securely password protected. Other than in agreed exceptional circumstances, devices must be switched off or put on silent and not used to make or receive calls, or send and receive texts and emails, during work time, except at those times mentioned above.

Staff are not permitted under any circumstances to use their personal mobile devices for taking, recording or sharing images while on the School premises or taking part in any School-related activity outside the School premises. Those staff with school-owned tablets may use them for school use in accordance with the Photography Policy. Early Years staff may use their school-owned tablets to record children at times of learning and play as part of their profile needs, but photographs must not be stored on the tablet but in a safe folder on the school's intranet.

Staff are not permitted to use their own personal mobile devices for contacting pupils of the School or their families, within or outside the school site. A school mobile phone is used for such purpose.

On off-site trips, including residential visits, all accompanying adults are permitted to have their mobile devices, but their use is strictly limited to agreed off-duty times away from the children. The School's mobile must be the first point of contact with the staff member.

Any individual bringing a personal mobile device into the School setting must ensure that it contains no inappropriate or illegal content. As well as safeguarding children and avoiding any unnecessary disruptions in school, this procedure also aims to protect staff against any unfounded allegations.

Emergency Contact

It is recognised that mobile devices provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times. Staff, therefore, in agreed exceptional circumstances, may have their phones switched on to alert them to any urgent calls. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

The Deputy Head should give permission before this course of action is taken (and keep the Headmistress informed), which will be for a limited period and until the matters which gave rise to

the exceptional request have been resolved. The School's landline is also available for emergency/urgent contact.

Mobiles for School Use

Designated school mobile devices are an essential part of the emergency toolkit which is taken on off-site trips. It is an effective communication aid, enabling staff to make and receive calls and send text messages. It also acts as a back-up facility should problems be experienced with the landline telephone, or when contact needs to be made outside work hours. These are stored in the Bursary and may be booked through the office. Personal calls, the taking of photographs and texting are not permitted on the school mobile device.

Cameras

The use of personal cameras by staff on the School premises or off-site when engaged in a School-related activity is completely prohibited. Only the School camera/tablet may be used at such times, in accordance with the Photography Policy and especially to take photographs of children. Staff should liaise with the Marketing Manager further in relation to photographs for publicity purposes. The School's Photography Policy must be strictly observed in this regard.

PHOTOGRAPHY POLICY

This policy should be read alongside the Staff Code of Conduct; the Acceptable use of Technology by Staff Policy; the Acceptable Use of Technology by Pupils Policy; Social Media Policy and the Mobile Device and Camera Policy.

Aims

The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines to protect children from potential misuse, such as the taking and distribution of indecent images, exploitation and cyber-bullying.

Scope

This policy applies to all individuals, including those who have any dealings with children in the EYFS, who have access to personal or work-related cameras (or devices which contain a camera) on School premises or when engaged on School-related business off-site. This includes all staff, parents, children, carers, volunteers, students on work experience, contractors and visitors. This list is not exhaustive.

Procedure

Staff

The use of personal cameras by staff on School premises or on School-related business when offsite is completely prohibited.

A School camera/tablet is provided for staff use during the course of the School day as part of the learning programme and at whole School events, both on and off-site and arrangements can be made with the Marketing Manager for this purpose. Only the School camera may be used to take photographs of pupils. Under no circumstances should any other camera (or device which contains a camera) be used.

Pupils may not be photographed without written parental permission if the photograph is to be used in any form of marketing or publicity material. It is the responsibility of each member of staff taking

photographs to check whether the parents have given such permission in liaison with the school office. Parents are required to give their permission on an annual basis and staff are required to keep a class list of children who may not be photographed. Where a pupil is photographed by the School for official use, the pupils will be advised as to why the photographs are being taken.

Only authorised individuals have access to the School camera/tablets, which are stored securely when not in use. The member of staff using the School camera must sign the log when taking possession of the camera from the School Office and sign the log again upon its safe return. All photographs must be stored on password protected School PCs or laptops as soon as reasonably practicable after the photographs have been taken. No photographs should be stored on the camera itself.

Staff should take great care when taking images of pupils as part of a School activity. The rights of individuals must be respected and child protection ensured at all times. The following matters, in particular, should be carefully considered:

- (a) the purpose of the activity should be clear, as should what will happen to the photographs or videos;
- (b) you must be able to justify images in your possession;
- (c) all images should be made available in order to determine acceptability;
- (d) images should not be made during one-to-one situations;
- (e) ensure that the children are appropriately dressed;
- (f) only use equipment provided or authorised by the School;
- (g) if an image is to be displayed in a place to which the public have access it should not display the full name of any child. Similarly, where a child is named in any School literature, the full name should not be accompanied by a photograph or video;
- (h) all images of children should be stored securely and only accessed by those authorised to do so in accordance with the above procedure; and
- (i) images must not be taken secretly.

Pupils

Pupils are not permitted to possess personal electronic devices of any kind or take any form of photograph, either when they are on the School premises or engaged in any School-related activity off-site, unless the Headmistress has given her specific permission for them to do so. Where the Headmistress gives her permission, for example where it is appropriate for pupils to take photographs of their peers as part of a learning opportunity, the procedures set out in this policy and the Acceptable Use of Technology by Pupils Policy must be followed at all times.

Parents

Parents sign Media Consent Forms upon joining the School, giving consent or otherwise for photographs of their children to be used for publicity purposes. Parents are welcome to take images and videos of their own child at School events, taking place both on and off the School site. However, in line with good safeguarding practice, parents should not take or publish images of other children or pupils online or on social media sites.

DISQUALIFICATION FROM CHILDCARE CHECK

Further to guidance in KCSIE (September 2018), staff will be checked through the use of a Declaration Form to verify if they have been disqualified from childcare by an order against them in line with the Childcare (Disqualification) Regulations 2009. The advice applies to all staff who work in Early Years and with those pupils who have not yet attained the age of 8. However, as a small

school, other staff complete the form where there is a possibility that they may work closely with this age group. It also applies to those individuals concerned in the management of such provision. New staff are also asked to complete a Declaration Form to establish whether they have been disqualified from childcare and the declaration is updated on an annual basis. The grounds for disqualification are not only that a person is barred from working with children but if they :

- Are on the DBS Children's Barred List
- Have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home and abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled or refused in relation to childcare or children's homes or have been prohibited from private fostering
- They are living in the same household where another person who is disqualified lives.

It is the responsibility of each member of staff to advise the Headmistress if their circumstances change in this respect. Where the School receives information that a member of staff falls within the grounds for disqualification, Ofsted will be informed on www.disqualification@ofsted.gov.uk. The School is not able to continue to employ a disqualified member of staff, although it will be explained to them that a waiver can be applied for from Ofsted. If a waiver is not granted, consideration will be given to redeployment or ultimately dismissal (after following a fair process).

INTIMATE CARE PROCEDURE

Birchfield School is committed to ensuring that all staff responsible for the intimate care of children understands their duties and carries them out in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given and that no child should be attended to in a way that causes distress or embarrassment by ensuring care needs are carefully planned and are a positive experience.

This policy applies to all staff undertaking personal care tasks with children but particularly those who are in the Early Years Foundation Stage.

The youngest children who attend Birchfield School are rising 5 years of age having their fifth birthday during their time in our Reception class. As such most children are toilet trained before they start School, which is our expectation, and the staff encourage children to become increasingly independent with their toileting and personal hygiene skills. However, the normal range of development for this group of children indicates that they may not be fully toilet trained and we recognise that occasional toileting 'accidents' may occur. There are also vulnerable groups of children who may require support with personal care on either a short, longer term or permanent basis due to Special Educational Needs and Disability, medical needs or a temporary impairment.

Birchfield School is committed to providing personal care in ways that:

- maintain the dignity of the individual child
- are sensitive to their needs and preferences
- maximise safety and comfort
- protect against intrusion and abuse
- respect the child's right to withdraw their consent
- encourage the child to care for themselves as much as they are able and protect the rights of everyone involved.
-

The diversity of individuals and communities is valued and respected. No child is discriminated against.

Toilet Training

Starting School or nursery has always been an important and potentially challenging time for both children and Schools that admit them. It is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is a wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children in the EYFS may:

- be fully toilet trained across all settings
- have been fully toilet trained but regress for a little while in response to the stress and excitement of beginning a new setting
- be fully toilet trained at home but prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement
- not be toilet trained at all but likely to respond quickly to a well-structured toilet training programme
- be fully toilet trained but have a disability or learning difficulties
- have delayed onset of full toilet training in line with other developmental delays but will probably master the skills during the Foundation Stage
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting.

Schools are not expected to toilet train pupils. Therefore, unless the child has a disability, as defined through legislation, it is expected that parents/carers will have trained their child to be clean and dry before their start in the Reception Class.

Parents should be encouraged to train their child at home as part of their daily routine, and Birchfield School staff will reinforce these routines whilst avoiding any unnecessary physical contact.

Safeguarding

Birchfield School at all times follows the Safeguarding and Welfare requirements according to our Safeguarding Policy ensuring that we provide a high-quality environment which is welcoming, safe and stimulating and where children are able to grow in confidence. Staff are aware of these guidelines and follow good practice for their own protection as well as for the protection of the children.

Staff will follow guidance according to this Policy when completing any tasks involving intimate care and are provided with the facilities and resources necessary.

Procedures

- Staff should be mindful of and respect the personal dignity of the pupils when supervising, teaching or reinforcing toileting skills.
- No child shall be punished for soiling, wetting, or not using the toilet.
- All children whilst in our care are taken to the toilet on a very regular basis and are encouraged to recognise their own toileting needs by asking to go. Staff are always vigilant to check for 'accidents'.
- Staff and children shall wash their hands with antibacterial soap and warm running water after assisting with toileting.

- Children with soiled or wet clothing shall be changed allowing for certain privacy to avoid embarrassment. Mobile children will be changed standing up and if possible in a toilet cubicle or at least in privacy. (Children in year one and above should only be changed in a toilet cubicle whilst standing up.) Staff will wear fresh protective clothing i.e. gloves, and an apron if necessary.
- Each child is required to have their own spare clothes on their peg to change into for physical and emotional comfort.
- Staff will be caring and helpful when changing wet or soiled clothes. Changing time can be a positive learning time and an opportunity to promote independence and self-worth. Staff will never make negative or inappropriate comments.
- Caretaking/cleaning staff will be informed - the area where a child is changed will be cleaned and sanitised.
- Wet or soiled clothing will be bagged (soiled clothing will require double bagging), sealed securely and sent home to be washed. Gloves and aprons will be disposed of appropriately and hands thoroughly washed immediately after changing is completed using hot water and antibacterial soap. Paper towels will be available to dry hands.
- If a child has had their clothes changed due to wetting or soiling them this must be logged and the parents notified when collecting their child.

The same procedures and precautions will apply for the occasional changing of 'pull ups' which will also include that:

- soiled 'pull ups' will be securely wrapped and disposed of appropriately. The disposal of waste for one child in this instance would be considered to be municipal waste and therefore may be disposed of in the usual bins using appropriate nappy sacks.
- staff will record when a 'pull up' has been changed and parents will be notified when collecting their child. Parents are required to provide all materials.

Partnership with parents is an important principle of Birchfield School and is particularly necessary when addressing toileting issues. Issues around toileting should be discussed prior to admission into School. Much of the information required by School to make the process of intimate care as comfortable as possible is available from the parents. Regular consultation and information sharing remain essential features of our partnership.

We will communicate with the family to establish whether there are medical needs involved. If there are medical needs, we will endeavour to work with the family to support the child.

'Intimate Care' boxes are located in the ground floor toilets in the Pre-Prep area and the Reception class.

The boxes contain:

- Aprons
- Gloves of varying sizes
- Intimate care wipes
- Disposal bags
- Antibacterial wipes
- Hygienic hand rub

If a member of staff happens to use the last of any of the above items or notes that the items are running out, please notify the School Matron immediately to enable replenishment. Thank you.

Partnership with Parents

The School shares a purpose with parents to keep pupils safe from harm and to have their welfare promoted. It is committed to working with parents/guardians positively, openly and honestly and ensures that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child as required by law. The School will share with parents any concerns it may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns with the Headmistress or in their absence, the Deputy Head, the Pre-Prep Leader or School Matron. We make parents aware of our policy through the School's website and New Parents' Handbook. The School will never ignore an allegation of child abuse and will investigate any concerns in accordance with the policy.

Complaints

Any complaint arising from the implementation of this policy will be considered under the School's Complaints Policy which is accessible on its website. A hard copy can be sent to parents upon request.

OUT OF TERM TIME PROCEDURE

In the event of a child protection issue developing outside term time, when a holiday club or activity is in operation, the staff will continue to follow the procedure in this policy and contact the DSL, or the Deputy DSL if she is unavailable, on the private contact numbers list circulated within School. Staff running activities outside term times should ensure that they have up to dates contact details to hand from the School office. However, in the event of an issue of concern arising and neither the designated DSL nor the Deputy DSL being available, staff should contact the SSCB First Point of Contact Team (FPOC) on 0345 678 9021 to find appropriate local authority advice. The relevant contact numbers are displayed in the staffroom and School Office. The DSL/Deputy DSL should then be made aware of any information relating to an incident as soon as possible and copies of paperwork completed and handed over as soon as possible.

Disclosure of Safeguarding Incident Form for Staff



Pupil's Name:			
Pupil's Date of Birth :		Year Group :	

Date/Time of Incident:		Person Reporting :	
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Nature of Incident: Explain what you have seen or heard, using the pupil's own words as appropriate and referring to any injuries if relevant (please mark any injuries on the body map and use the guidance attached).

Explain why you are concerned about this pupil? Is this the first time you have been concerned about them? Please give details.

Are the parents aware of your concerns/were present at the time? Please explain fully.

Have you spoken to the pupil or anyone else at the time or since and what was said? Record in full detail.

What action have you taken?

Date/Time Report handed to DSL :	
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Signed:	Name:
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DSL Signed:	Name:
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The Designated Safeguarding Lead will now follow up on your behalf. Please complete the Body Map form as attached if appropriate

BODY MAP FORM AND GUIDANCE



A Body Map Form should be used to document and illustrate visible signs of harm and physical injuries in support of a disclosure form being submitted to the DSL. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser. This sheet should be stapled to the correct form and submitted to the DSL with injuries clearly marked on it. Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual teacher/member of staff or School take photographic evidence of any injuries or marks to a child's person, the body map below should be used.**

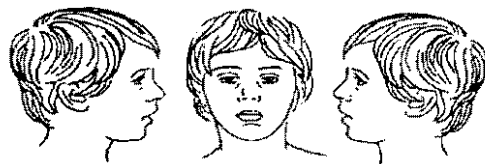
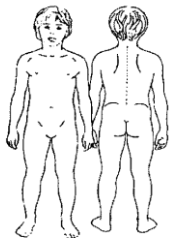
Any concerns should be reported and recorded without delay to the DSL or, in their absence, the Deputy DSL or the appropriate safeguarding services.

When you notice an injury to a child, try to record the following information in respect of each mark identified eg red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, eg upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, eg round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly, the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required. A copy of the body map should be kept on the child's concern/confidential file.

**Ensure First Aid is provided where required and record
Child's Name : _____**



ROLE OF THE DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Lead (DSL) has **the lead responsibility** for safeguarding and child protection as the person most likely to have the full picture of a situation as well as the status and authority within the School to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings - and to support other staff to do so - and to contribute to the assessment of children. The ultimate lead responsibility remains with the DSL even though some responsibilities may be delegated to the deputy.

The broad areas of responsibility for the designated safeguarding lead are:

MANAGING REFERRALS

- Refer all cases of suspected abuse to:
 - The local authority children's social care for child protection concerns (all cases which concern a staff member)
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child)
 - Police (cases where a crime may have been committed)
 - the Channel programme where there is a radicalisation concern as required
- Liaise with the Safeguarding Governor to inform him or her of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations
- support staff who make referrals to local authority children's social care or to the Channel programme
- Act as a point of contact for other agencies as well as a focal point of reporting procedures for staff

WORK WITH OTHERS

They will :

- liaise with the Headmistress to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the 'case manager' and the designated officers at the local authority for child protection concerns;
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff.
- Follow correct procedure in information sharing and the transfer of relevant information to pupils' new schools, in advance of them joining, if necessary.

TRAINING

The designated safeguarding lead should receive appropriate training to include Prevent training, carried out every two years in order to provide them with the knowledge and skills required to carry out the role. In addition, they will refresh their knowledge and skills via e-bulletins, meeting

other DSLs and attending local authority conferences and meetings at regular intervals, but at least annually. They will also :

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference, and be able to attend and contribute to these effectively when required to do so
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School or college may put in place to protect them
- understand and support the School with regards to the requirements of the Prevent Duty and provide advice and support to staff on protecting pupils from the risk of radicalisation

RAISING AWARENESS

The designated safeguarding lead should ensure the School or college's policies are known and used appropriately:

- Ensure the School Safeguarding Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the School or college in this
- Where children leave the School or college, ensure their child protection file is copied for any new School or college as soon as possible, but transferred separately from the main pupil file

CHILD PROTECTION FILES

Where children leave the School the DSL will ensure that their child protection file is transferred to the new School as soon as possible separately to the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. The DSL will ensure that all concerns, discussions and decisions and the reasons for those decisions are recorded in writing. Records are kept securely and confidentially and reviewed regularly to establish any patterns of behaviour. The DSL (or Deputy DSL) will always be available during term time and tuition sessions outside standard School hours to discuss any safeguarding concerns.

ROLE OF THE DEPUTY DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Lead (DSL) has **deputised responsibility** for safeguarding and child protection as the second person most likely to have the full picture of a situation as well as the status and authority within the School to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. They will be required to act as DSL if the DSL is absent from school and then to inform the staff that they are assuming that role for that period of time. In these instances, they will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings - and to support other staff to do so - and to contribute to the assessment of children. The ultimate lead responsibility remains with the DSL even though some responsibilities may be delegated to the deputy. The DDSL will assume the DSL job description when required to be in full role. At other times, they will use the job description listed below. The two will work together and receive the same level of training.

The broad areas of responsibility for the deputy designated safeguarding lead are:

SUPPORTING REFERRALS

- Work in communication with the DSL as needed to refer cases to the local authority
- Be kept in the loop of all ongoing cases, as needed to support the role in school
- Attend meetings with the Safeguarding Governor, if needed, to discuss child protection issues.
- support staff with general information but always refer to the DSL and keep them informed

WORK WITH OTHERS

They will :

- liaise with the DSL/Headmistress to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- ensure that staff complete Educare modules and provide certificates in support of the DSL
- Act as a source of support, advice and expertise for staff
- Follow correct procedure in information sharing and the transfer of relevant information to pupils' new schools, in advance of them joining, if necessary.

TRAINING

The deputy designated safeguarding lead should receive appropriate training to include Prevent training, carried out every two years in order to provide them with the knowledge and skills required to carry out the role. In addition, they will refresh their knowledge and skills via e-bulletins, meeting other DSLs and attending local authority conferences and meetings at regular intervals, but at least annually. They will also :

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference, and be able to attend and contribute to these effectively when required to do so

other DSLs and attending local authority conferences and meetings at regular intervals, but at least annually. They will also :

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference, and be able to attend and contribute to these effectively when required to do so
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School or college may put in place to protect them
- understand and support the School with regards to the requirements of the Prevent Duty and provide advice and support to staff on protecting pupils from the risk of radicalisation

RAISING AWARENESS

The deputy designated safeguarding lead should ensure the School or college's policies are known and used appropriately and inform the DSL immediately if they have any concerns in this respect :

- be part of the annual review of the Safeguarding Policy if needed and monitor the procedures and implementations are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Where children leave the School or college, liaise with the DSL in ensuring that their child protection file is copied for any new School or college as soon as possible, but transferred separately from the main pupil file

CHILD PROTECTION FILES

Where children leave the School the deputy DSL will be kept informed of how to access child protection records and those cases referred on to future schools for pupils who have left. They may be involved in preparing paperwork to assist the DSL in this respect. The deputy DSL will ensure that all concerns, discussions and decisions and the reasons for those decisions are recorded in writing when acting in the full role of DSL. The Deputy DSL) will always be available during term time and tuition sessions outside standard School hours to discuss any safeguarding concerns.

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- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School or college may put in place to protect them
- understand and support the School with regards to the requirements of the Prevent Duty and provide advice and support to staff on protecting pupils from the risk of radicalisation.

ROLE OF THE NOMINATED SAFEGUARDING GOVERNOR

- I. The main role of the Nominated Safeguarding Governor on behalf of the Board of Governors (the Board) of Birchfield School (which retains overall responsibility) is to act as the School's senior board level lead to take leadership responsibility for the School's safeguarding arrangements, which he will do by discharging the following functions:
 - (i) champion the promotion of well-being, safeguarding and child protection issues at the highest level within the School;
 - (ii) encourage other Governors to develop their understanding of the Board's responsibilities with regard to well-being, safeguarding and child protection and support them in the performance of these duties;
 - (iii) ensure that the Board puts in place a suitable Safeguarding Policy and associated procedures which have proper regard to prevailing regulations, guidance, standards and advice;
 - (iv) be familiar with the Local Safeguarding Children Board (LSCB) guidance and procedures relating to safeguarding and child protection and associated issues, including local protocols for assessment and the LSCB's threshold document, contributing to inter-agency working;
 - (v) ensure that any deficiencies in the School's safeguarding practices which are brought to Board's attention from any source are investigated and addressed;
 - (vi) meet regularly with the School's Designated Safeguarding Lead (DSL) in order to monitor the effectiveness of the School's Safeguarding Policy and associated procedures and the implementation of these across the School. It is recommended that this is at least a termly meeting;
 - (vii) ensure that a full review of the School's Safeguarding Policy and associated procedures is undertaken at least annually (or earlier if needed in response to changes to the law, policy or statutory guidance or as appropriate in response to specific incidents) in accordance with all statutory guidance (and guidelines adopted by the Board);
 - (viii) ensure that the Board is made aware of any proven incident or allegation (anonymised where appropriate) which has implications for the School's Safeguarding Policy or associated procedures;
 - (ix) ensure that the DSL is part of the School's senior leadership team, and has sufficient time and resources at his/her disposal to carry out his/her duties effectively;
 - (x) ensure that the DSL (and Deputy DSL, if appointed) receive appropriate training to provide them with the knowledge and skills required to carry out the role at least every two years, and that their knowledge and skills are appropriately refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role;

- (xi) ensure that arrangements are in place for the inclusion of child protection training on the School's policies and procedures in an induction programme for all people working in the School, no matter for how long, nor the status of that individual;
 - (xii) ensure that the School makes opportunities available to staff to feed into and shape the School's approach to safeguarding and safeguarding policies;
 - (xiii) ensure that safer recruitment procedures are in place and implemented with appropriate checks undertaken on all new staff and volunteers;
 - (xiv) review the School's Single Central Register on at least a termly basis, after undertaking sufficient training to be able to interrogate the register and identify potential deficiencies. It is recommended that at least one review per year is on an unannounced basis;
 - (xv) be aware of how safeguarding and child protection issues, including guidance on adjusting behaviours to reduce risks, the safer use of electronic devices, social media and the internet and advice on who to turn to for help, are properly addressed through the curriculum and schemes of work;
 - (xvi) ensure that appropriate IT filters and monitoring systems are in place to prevent children from accessing harmful or inappropriate material;
 - (xvii) ensure that staff have the necessary knowledge and understanding to keep looked after children safe, with identified staff tasked to promote the educational achievement of looked after children;
 - (xviii) ensure that factors particular to the School which have a bearing on the profile of well-being and safeguarding issues are properly risk assessed, such issues including (without limitation): historical concerns, looked after children, mental health, body image, self-harm, children missing education, radicalization, pupils performing a caring role at home, children with special educational needs or learning difficulties, those for whom English is an additional language, child sexual exploitation, female genital mutilation and cyberbullying;
 - (xix) both provide to, and seek from, the local authority and other relevant agencies information about how the Board's duties in respect of safeguarding and child protection have been discharged, where appropriate or requested.
2. The identity of and contact details for the Nominated Safeguarding Governor, together with an outline of his/her duties, will be publicized widely within the School community to ensure that pupils, parents, staff and Governors understand the purpose and importance of the role.
 3. To the extent that the role and duties of the Nominated Safeguarding Governor conflict with those assumed by others within the School, including the Chair of Governors, the Board will take all necessary action to resolve those conflicts so as to achieve clarity about respective roles and duties. This may include amendments to the Safeguarding Policy, the School's constitutional documents and/or other governance arrangements applicable to the School.
 4. Each of the Nominated Safeguarding Governor and the Chair of Governors will undertake appropriate training in accordance with the LSCB's recommendations to fulfil their respective roles and duties.

IMPORTANT CONTACT DETAILS

Designated Safeguarding Lead

Mrs Amy Jones
Birchfield School
Albrighton
Near Wolverhampton
WV7 3AF
Telephone : 01902 372 534

Deputy Designated Safeguarding Lead

Mrs Sarah Morris
Birchfield School
Albrighton
Near Wolverhampton
WV7 3AF
Telephone : 01902 372 534

Governor for Safeguarding

Mrs Lynne Statham
c/o Birchfield School
Albrighton
Near Wolverhampton
WV7 3AF
Telephone : 01902 372 534

Shropshire's Safeguarding Children Board

STAY SAFE TEAM

Mount McKinley Building
Anchorage Avenue
Shrewsbury Business Park
Shrewsbury SY2 6LG

First Point of Contact Team :	(FPOC) Telephone Number : 0345 678 9021
Emergency Duty Line : (out of hours) :	Telephone Number : 0345 678 9040
Telford and Wrekin Referral Number :	Telephone No : 01952 385 385
Designated Office in the Local Authority	(LADO) : 0345 678 9021 (Anna Molesdale)

Early Help www.shropshire.gov.uk/early-help	Telephone No : 0345 678 9021
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Bee U (previously known as CAMHS)	Tel No : 0300 124 0093
AXIS for child survivors of sexual abuse	Tel No : 01743 357777
Child Trafficking and Advice Centre	Tel No : 0800 107 7057
Young Addaction	Tel No : 01743 294700

Staffordshire – Safeguarding Children's Board Admin Team, Wedgwood Building,
Tipping Street, Staffordshire ST16 2DH

Tel : 01785 277151

Wolverhampton – Safeguarding Children’s Board Jennie Lee Centre, Wednesfield,

Wolverhampton

www.wscb@wolverhampton.gov.uk

Tel : 01902 555288

NSPCC Advice for Concern about a Child

help@nspcc.org.uk

tel:0808 800 5000

ChildLine Tel No : 0800 1111

NSPCC Whistleblowing Advice Helpline

help@nspcc.org.uk

tel: 0800 028 0285

Prevent : (for reporting on radicalisation)

Email : prevent@warwickshireandwestmercia.pnn.police.uk

Telephone Number : 01386 591 835

DfE

Non-emergency advice for staff and governors : 020 7340 7264

Police

Public Protection Unit (West Mercia Police) Tel No : 0300 333 3000

Telephone No : 999 in emergencies

Non-Emergency Telephone Number : 101

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