

# Safeguarding Children Policy

## **This policy includes:**

- Confidentiality Policy (Staff).
- Physical Contact, Use of Force and Restraint Policy.
- Use of Cameras, Mobile Phones and Personal Electronic Devices in School by Staff and Visitors Policy.

## **This policy should be read in conjunction with:**

- Visitors Policy.
- Whistleblowing Policy.
- Keeping Children Safe in Education.
- Behaviour Policy for Staff
- Anti-Bullying Policy.
- Missing Pupil Procedure.
- ICT Policy

## **Outline**

### **This policy is applicable to all pupils in the school including Early Years Foundation Stage.**

Abbotsholme School is committed to the importance of safeguarding and promoting children's welfare, which involves: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Our approach is child-centred, with consideration being given at all times to what is in the best interests of the child. Our aim is to know everyone as an individual and to provide a secure and caring environment so that every pupil can develop, learn, and live in safety. The school recognises that pupils require high self-esteem, confidence, supportive friends, and clear lines of communication with supportive and trusted adults, if they are to thrive.

The Governors regard it as very important to ensure that they properly discharge their duty of protecting the children that have been entrusted to the School's care and this policy is designed with this in mind. The Governors review this policy and the efficiency with which it is operated once a term.

The SMT monitors the actions of the school staff to safeguard and promote the welfare of the pupils, ensuring the pupils are listened to appropriately and that appropriate action is taken regarding any concerns for their welfare.

This policy aims to ensure that the provisions of 'Keeping Children Safe in Education', (2016) 'Working Together to Safeguard Children' (2015) and 'Prevent Duty Guidance for England and Wales' (2015) are upheld.

This policy is in accordance with the locally agreed inter-agency procedures. The Local Children's Safeguarding Board (LCSB) is Derbyshire. This policy is available to parents on the website and in reception on request. The full Derbyshire procedures are available on the Derbyshire Website: <http://www.derbyshirescb.org.uk/>

Each pupil is issued with the School Behavioural Charter and information on the school pastoral care system via Head of Year and tutor on induction and throughout the year. It is available to them on "Firefly". All pupils are made aware of who is available to help them and to listen to them, such as the Health Advisor, school nurses, house staff and independent listeners. Helpline phone numbers are prominently displayed around school.

There is a complaints procedure outlined on 'Firefly' for senior school pupils and boarders. Prep Children will be made aware of the procedure via their class teacher.

All staff wear identification lanyards, green tape. Visitors to school are issued with lanyards with red tape. Staff are asked to challenge anyone not wearing a lanyard.

**The Safeguarding Team consists of the Headmaster, Mr M Boud-Self, Mrs J Simpson, Mr P Jones, Mrs K Brookes, Mrs F Potter, Mr J Diamond and the School Health Advisor, Mrs. H. Hudson. The Designated Safeguarding Lead is Mrs J Simpson. She takes lead responsibility for safeguarding and child protection matters. She maintains an overview of safeguarding within the school, opens channels of communication with statutory agencies, supports staff in carrying out their safeguarding duties and monitors the effectiveness of policies and procedures in practice.**

**The Deputy Safeguarding Lead is Mr P Jones, who has been given status and authority to act in this capacity by the Headmaster. The Designated practitioner to take lead responsibility for safeguarding children within the EYFS setting and liaising with statutory children's agencies is Mrs J Simpson.**

**All members of the safeguarding team can be contacted on [safeguarding@abbotsholme.co.uk](mailto:safeguarding@abbotsholme.co.uk) or by mobile phone out of normal school hours, on 07391 868439. In the school holidays the above applies; however, if a reply is not received within a reasonable amount of time contact should be made with Derbyshire 'First Response' or the police on 999.**

The Safeguarding Team have been trained for the role and in interagency working.

The Safeguarding Team meet weekly to discuss welfare issues and will confer immediately on all matters arising in relation to child protection issues. They will communicate with the appropriate safeguarding agency when an allegation or disclosure of abuse has been made.

Whilst the school procedure is to inform the Safeguarding Team, any member of staff may make a direct referral.

Any person reporting a safeguarding concern has an obligation to contact the safeguarding team to ensure that their concern has been or is being dealt with.

# Roles and Responsibilities

## The Role of the School's Safeguarding Team

- Be fully conversant with local authority and school protection policies and develop effective working relationships with other agencies and services and use the Local Safeguarding board and team and NSPCC for advice.
- Liaise with appropriate authorities and the school medical practitioner.
- Share information with local agencies, as appropriate. See 'Working Together to Safeguard Children', Chapter 1.
- Be alert to the needs of all children: be aware of whether they are in need of additional support, likely to suffer significant harm or are at risk from radicalisation; follow local procedures and identify the most appropriate for referral. In the case of risk of radicalisation, this referral might include to Channel or Children's Social Care.
- Be aware of possible private fostering arrangements: concerns would be children under 16 year of age, not staying with immediate family, e.g. grandparents, for a period of time greater than twenty eight days.
- Meet weekly to discuss welfare issues or immediately following a concern and keep detailed, accurate and secure records of meetings, concerns, and referrals. The minutes of all these meetings are kept securely in the Health Centre and are only available to members of the Safeguarding Team and to appropriate authorities in pursuit of their statutory duties.
- Compile a record of pupils in school who are on the list of children with a child protection plan liaise as appropriate to ensure children are monitored, and where appropriate take part in CP conferences and reviews.
- Decide on an appropriate level of response to concerns and ensure procedures are followed in all cases.
- Ensure that if a child is in immediate danger or risk of harm, that agencies with statutory responsibilities are informed immediately.
- Report any allegations of abuse to the police and/or designated officer within 24 hours. The Designated Officer (formerly called the 'LADO') is a person, or one of a team of persons, designated by the local authority to deal with the management and oversight of allegations against people who work with children.
- Inform Social Service Child Protection Coordinators when a pupil on the CPR moves to another school, inform the new school of the status of the pupil and ensure all documentation is forwarded to the new school.
- Check school registers and be aware of patterns, to reduce risk of missing children suffering neglect etc. Inform the LEA of any concerns in line with the ten day unauthorised absence procedure.
- Ensure their level 3 training and inter-agency working is updated every 2 years. The next update is in September 2017.
- Monitor and review this policy annually and otherwise as deemed appropriate.
- Ensure any deficiencies or weaknesses in the safeguarding arrangements are remedied without delay.
- Ensure safer recruitment procedures are followed, in line with the Recruitment Policy.
- Ensure staff who work with under-fives (and those who may find themselves supervising children under 8 in after or before hours childcare) sign a disclosure re household disqualification, known as disqualification by association, and review these annually.
- Report, within a month, to the Disclosure and Barring Service (DBS) any member of staff, volunteer or contractor whose services are no longer required because of unsuitability to

work with children. If dismissal does not reach the threshold for DBS referral consideration will be given to a National College for Teaching and Leadership (NCTL) referral.

- Ensure all staff are informed of child protection procedures once a term and have a clear understanding of the school's responsibility for safeguarding and promoting welfare.
- Ensure staff who work with Early Years Foundation Stage (EYFS) pupils are trained by the Head of Prep in accordance with the EYFS Statutory Framework. For EYFS children, inform Ofsted and the Disclosure and Barring Service (DBS) of any allegations of harm or abuse that have occurred by anyone looking after, living or working on the site and the actions taken within 14 days.
- Ensure that if a case of Female Genital Mutilation (FGM) appears to have been carried out, this is reported to the police. Note that it is mandatory for all teachers to report to the police where they discover an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss this with the designated safeguard lead and involve children's social care as appropriate.
- Ensure they are trained in the LSCB approach to 'Prevent' duties.
- Ensure staff are trained in line with LSCB procedures re 'Prevent' duties.
- Ensure that staff have the skills, knowledge and understanding needed to keep safe children who are looked after by the local authority, in cases where this arises. (Designated member of staff, up-to-date assessments from the relevant authority, most recent care plan, and contact arrangements with parents and carers). The school will draw from the statutory guidance about how such pupils are cared for (Promoting the Education of Looked After Children).

## **Staff**

- Act as a source of support and advice to staff on all matters of safety, creating an environment in which staff feel able to raise safeguarding concerns, and encouraging a culture of listening to children and allowing them to feel able to talk about their feelings and issues they may have.
- Ensure that staff and volunteers are aware of the importance of professional behaviour in all dealings with pupils.
- Offer advice to staff to ensure their behaviour and actions do not place pupils or themselves at risk of harm from or of allegations of harm to a pupil. Ensure that all staff are aware of the staff Code of Conduct and of its location in the Employee Handbook, including the Staff Behaviour Policy.
- Ensure new staff and temporary and volunteer staff receive a child protection induction when they join Abbotsholme (see Staff section below).
- Provide regular child protection training for all staff in line with advice from Local Safeguarding Children Board (see below).
- Ensure that staff are provided with updates about safeguarding matters and notified of changes to policies, through e-mails, updates in staff meetings, etc. (see below).
- Ensure that the references to child protection in the Employee Handbook are up to date and staff are aware of them, and ensure that the Whistleblowing Policy in the Staff Employee Handbook is adhered to.
- Ensure that all staff are aware that if they have any concerns about a child who may be at risk of being drawn into terrorism they should refer this to the Safeguarding Team immediately, following normal procedures.

## **Pupils**

- Ensure child protection issues and information to help pupils stay safe and develop are addressed through PHSE, digital learning lessons and tutor time. This includes e-safety and education on the safe use of electronic equipment and access to the internet. Resources used include [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk).
- Ensure that appropriate IT filters and monitoring systems are in place to safeguard children from potentially harmful and inappropriate material on-line, including material which might draw them into terrorism, whilst not 'over-blocking'. (See Acceptable Pupil Use of Mobile Phones & Personal E-Devices Policy)
- Ensure all pupils are aware of Childline and the help available to them both in and outside of school.
- Ensure the boarding pupils are made aware of the visits of the Independent Listener, by the Deputy Head.
- Ensure Prefects are informed and trained by the Deputy Head on awareness of safeguarding matters and appropriate actions to take.

## **Parents**

- Ensure that parents have an understanding of the responsibilities placed on the school and staff for safeguarding children.

## **Governors**

- Ensure Governors are aware of their responsibility for Safeguarding. The Chair of the Governors is the Governor responsible for child protection.
- Ensure the Governors review the policy and procedures in their termly meetings and answer any queries to ensure the efficiency with which related duties have been discharged.

## **The Role of the Governors**

**The Chairman of Governors, Dr. P. Kirtley, is the liaison governor responsible for safeguarding arrangements.**

- Review the Safeguarding Children Policy and the efficiency with which procedures and duties are followed, once a term.
- Keep detailed minutes to demonstrate depth and breadth of the review.
- Approve amendments to child protection arrangements in the light of regulatory changes or recommended best practice.
- The Chair of Governors to attend child welfare meetings at least half termly.
- Review procedures following any incidents and ensure Safeguarding Team have done similarly.
- Ensure the school operates safer recruitment procedures, including checking the single central register.
- Ensure the curriculum includes appropriate teaching about safeguarding as part of a broad and balanced education.
- Ensure the school procedures to handle allegations against staff and volunteers are in place.

- Take control of liaison with local authorities and /or police in the event of an allegation against the Head or another member of the governing body.
- Ensure the school contributes to inter-agency working.
- Ensure new Governors are given child protection training.

## **Parents**

In general we believe that parents should be informed of any concerns regarding their children. It is important that we are honest and open in our dealings with parents. However, in concerns of this nature it may not be right to inform them of our concerns immediately as this action could prejudice any investigation, or place the child further at risk. In such cases advice will always be sought from the Local Authority Designated Officer.

## **The Role and Responsibilities of Staff**

As part of the Abbotsholme's ethos, a friendly and informal atmosphere is welcomed and promoted. Staff should be aware of their actions at all times and should ensure they do not put themselves at risk of allegations or harm. Staff should not communicate with pupils on social networks nor indulge in any other inappropriate form of communication with children. (For more information see Staff Behaviour Policy).

- All concerns must be reported immediately to the Safeguarding Team who will ensure that child protection procedures are followed. Staff should be aware that medical issues and child protection issues are confidential.
- Staff will behave in an appropriate manner towards children and ensure there is an ethos where pupils feel secure and are encouraged to talk and are heard.
- Staff will make every effort to make sure that there is effective communication and be alert to any issues of concern in a child's life at home or elsewhere.
- It is the responsibility of all staff to take appropriate action if they suspect a child has: been abused; suffered physical injury, physical neglect or failure to thrive; or suffered emotional or sexual abuse.
- Staff will be aware that abuse can be from adults and from other children and will be aware that bullying incidents could be child protection issues if a child is suffering or likely to suffer significant harm. In such cases the School will report to Designated Officer.
- Staff should be aware and alert to pupil relationships and the potential for peer-to-peer abuse. Staff should be aware that this applies to boarders and day pupils, but the potential for this is greater in a residential setting, either in boarding or on school trips.
- Staff should be aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger.
- Staff should be aware of the importance of 'early help': providing support as soon as a problem emerges at any point in a child's life and ensuring that this is raised with the Safeguarding Team. In this way, risks can be addressed and issues can often be prevented from escalating.
- All staff will be aware of the school procedures and be aware of the Staff Behaviour Policy and so ensure that their behaviour and actions do not place themselves at risk of harm or allegations. (See also the Employee Handbook and KCSIE).
- Children will not be punished in school by any form of hitting, slapping, shaking or degrading treatment. Corporal punishment is not allowed; neither is the threat of it, either implicit or explicit.

- Staff may only use ‘physical intervention’ to avert an immediate danger of personal injury to the child, or an immediate danger to the property of a person including the child. (See Physical Contact, Use of Force and Restraint Policy)
- Staff will be aware of the dangers of inappropriate electronic communication with pupils. Staff will be aware of the school’s policy for mobile phones and cameras. (See Use of Cameras, Mobile Phones and Electronic Devices by Staff and Visitors Policy).
- Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Staff medication on the premises must be securely stored and out of the reach of children.
- Staff will be aware that safeguarding is not just about protecting children from deliberate harm but includes pupil health and safety, first aid, welfare on educational visits, school security, etc.
- Staff should be aware of the risks involved in cases where teaching is one-to-one or where there may be physical contact with a pupil (e.g. in sport, music). In such cases, staff should be aware of and follow the guidelines contained in the Behaviour Policy for Staff.
- Staff will be aware that teaching children to stay safe, how to protect themselves from harm and how to take responsibility for their own and others’ safety is a responsibility of all of us.
- On induction, all staff have training on indicators of abuse and the School’s Safeguarding Children Policy, including their own role and the role of the Safeguarding Team, within child protection. They will be issued with: Safeguarding Children Policy; Part I and Annex A of Keeping Children Safe in Education; the Employee Handbook, which includes the Staff Code of Conduct (including Use of Cameras, Mobile Phones and Personal Electronic Devices in School; Staff Behaviour Policy; and the Whistleblowing Policy). All these documents are also available on the shared documents area. Training is by the Deputy Safeguarding Lead (School Health Advisor), for support staff, and by the Assistant Head, for teaching staff.
- At the start of each term, all staff will be reminded of safeguarding procedures and the location of the relevant policies and documentation.
- At the start of each academic year, staff will be reminded of the indicators of abuse, the Safeguarding Children Policy and their role within safeguarding, outlined by this policy and Part I of KCSIE. All staff sign a declaration that they have read and understood: Safeguarding Children Policy; Part I and Annex A of Keeping Children Safe in Education; the Use of Cameras, Mobile Phones and Personal Electronic Devices in School; Guidance on Safe and Professional Conduct; the Anti-Bullying Policy; the Missing Pupil Policy; and the Whistleblowing Policy.
- Staff are trained in on-line safety, to enable them appreciate the significance of technology, within safeguarding issues, and enable them to identify and prevent these.
- Staff will be provided with periodic updates about safeguarding matters as needed, such as changes to policies.
- All teaching staff are expected to report cases of FGM to the Police.
- All staff will receive full training every three years. The next training is due in April 2018.
- Staff will be aware that safeguarding is about protecting all children ‘those in need’ and ‘those at risk’.
- The expertise of staff in handling safeguarding concerns is recognised and staff are invited to offer contributions to help shape safeguarding procedures.

## **Visitors**

- Staff should ensure that visitors, visiting speakers etc. are suitable and are appropriately briefed, supervised and monitored (see Visitors Procedure and Visitors Code of Behaviour).

- Prevent Duty dictates that staff check the suitability of visitors from the standpoint of the risk of them drawing pupils into extremism. This procedure is described in more detail with the Prevent Duty Approach document and the Visitors Procedure.

## **Procedures for Allegations against Staff**

Any complaints of abuse by staff or volunteers should be made to Mrs J Simpson, as Designated Safeguarding Lead, who will follow the statutory guidance set out in part four of KCSIE (Keeping Children Safe in Education). In her absence, Mr P Jones, the Deputy Designated Safeguarding Lead, will fulfil this duty.

If an allegation concerns any staff member or volunteer the Designated Officer will be informed that day and consulted. Discussions will be recorded in writing. They will advise on an appropriate course of action and may authorise or conduct an investigation (the School will not undertake its own investigation without prior consultation with the Designated Officer). If suspension from duty is deemed appropriate the school will record the reason and justification and the individual will be informed. The matter will be dealt with in accordance with Disciplinary Procedures. The Chair of Governors will be informed immediately. All involved will be entitled to a fair hearing; resolution will be a priority, for the benefit of all. The School will make every effort to maintain confidentiality in accordance with the Education Act 2011.

If an allegation is made against a resident member of staff, alternative accommodation away from school will be enforced. The School will help to provide this.

If a complaint is made against the Headmaster, then the Director of Finance & Operations should be informed who will immediately inform the Chair of Governors and the Designated Officer, without the Head being informed. If it is against any other member of the Safeguarding Team the Headmaster should be informed directly and he will inform the chair of Governors and the Designated Officer.

During the course of the investigation, if any allegation is found to be malicious it will be removed immediately from the staff records. The school will make every effort to maintain confidentiality and guard against unwanted publicity at all times. It will be guided by the Designated Officer, taking due consideration of the provisions in the Education Act 2011 relating to reporting restrictions identifying teachers who are the subject of allegations from pupils.

Any pupils who are involved will receive appropriate care.

If an allegation is shown to be deliberately invented or malicious, consideration will be given to disciplinary action against the pupil.

The School will report promptly to the Disclosure and Barring Service any person (whether employed, contracted, a volunteer or student) who has harmed or poses a risk of harm to a child and who has been removed from working (paid or unpaid) in a restricted activity with children, following guidelines give in 'Teacher Misconduct: the Prohibition of Teaching, July 2015', or would have been removed had he or she not left earlier. Consideration is given to making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed, or would have been dismissed had he or she not resigned, and a prohibition order may be appropriate, because of 'unacceptable professional conduct', 'conduct that may bring the



profession into dispute' or a 'conviction at any time for a relevant offence'. The School will respond to any requests for information from DBS.

## **Suspected Abuse**

### **Types of abuse/ and possible causes of concern**

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap. Abuse is a form of maltreatment of a child, by inflicting harm or failing to act to prevent harm. Children may be abused in a family, an institution or community by those known to them, or by others (e.g. via the internet).

Children can be abused by their peers. Peer-to-peer abuse can take different forms. It should never be tolerated or passed off as 'banter'. The school's Anti-Bullying Policy is also relevant, in this respect. Peer-to-peer bullying will be dealt with as a safeguarding issue and considered appropriately, when there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm and must be referred to the Safeguarding Team to deal with as appropriate. In the event of disclosure of peer-to-peer abuse, all children involved, whether victim or perpetrator, are treated as being 'at risk' and will be supported as appropriately.

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges: additional barriers can exist when recognising abuse and neglect, such as assuming that indications of potential abuse reflect the SEN or disability and communication barriers associated with the SEN or disability.

A child can suffer abuse in any of the following ways:

- Neglect. When parents or carers persistently fail to provide for a child's basic physical or psychological needs, such as food, warmth and shelter, safety and access to medical attention and full-time education.
- Sexual abuse and child sexual exploitation - when an adult or young person uses the child sexually. This includes: making a child look at pornographic magazines or films; exploitive situations - relationships where young people receive something for sexual activities; sexual bullying, including cyber bullying; activities which can lead to grooming and 'sexting' (when someone sends or receives a sexually explicit text, image or video).
- Physical abuse. This includes hitting, punching, burning, shaking and other ways of inflicting pain, illness, or injury.
- Emotional abuse. This undermines a child's self-confidence and sense of self-worth, for example by: ignoring them, making them feel worthless or unloved or inadequate; overprotection; giving degrading punishments; not allowing children to express their views; or constantly threatening or humiliating them.
- Domestic violence. Witnessing or trying to prevent domestic violence can be very damaging to a child. It can involve physical, emotional, social, financial, or other domination.
- Gender-based violence, sexual assaults and 'hazing' (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group).
- Bullying. This may involve different kinds of abuse and have very serious effects. It can involve: name-calling, threats, insults, hitting etc.; cyber bullying and impersonating another person electronically; or inappropriate use of own or others' devices. Pupils with SEN and disabilities can be disproportionately affected by this.
- Self-harm (see Self-harm Policy).

- ‘Honour based’ violence and forced marriage.
- Female Genital Mutilation see

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

*More information on these is available in Appendix A ‘Keeping Children Safe in Education’ (September 2016) and ‘Working Together to Safeguard Children (HM Government 2015) or on the NSPCC website. See also shared documents ‘Recognising signs of abuse’ NSPCC fact sheet.*

## **Procedures following an allegation, concern, or disclosure about a pupil**

### **Notifying the Safeguarding Team**

**Inform the Safeguarding Team by e-mail of any concerns. NO direct action by staff is required. All the safeguarding team can be contacted on [safeguarding@abbotsholme.co.uk](mailto:safeguarding@abbotsholme.co.uk) or by mobile out of normal school hours 07391 868439. The e-mail should be entitled Safeguarding. The Safeguarding Team will inform the Chair of Governors as appropriate.**

If a member of staff has a safeguarding concern about a pupil, they must follow the Safeguarding Children Policy at all times and act professionally at all times, regardless of the situation, remembering they are a professional first. They must act as a member of staff and not as a parent or friend even if the event that causes the concern occurs outside of school.

If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse or danger comes to his/her attention, it is their duty to listen to the child, provide reassurance and record the child’s statements (but not to probe or put words into the child’s mouth) and inform the Safeguarding Team.

If a member of staff has any doubt whether a concern is a safeguarding concern they must report it to the Safeguarding Team, following the safeguarding procedures.

Suspicious of abuse/danger can arrive from several sources:

- Personal disclosure by a pupil.
- Observation of injuries or behaviour of the pupil,
- Deterioration of a pupil’s wellbeing.
- Disclosure of abuse through a pupil’s schoolwork.
- Indication from another pupil or other third party.
- Concerns that inappropriate behaviour is being displayed by staff or person working with children.

On hearing the allegation or complaint a staff member should limit the amount of questioning, avoid leading questions, and tell the pupil it will be referred in confidence to the appropriate people in positions of responsibility. Staff should not carry out investigation, nor decide whether children have been put at risk or abused. This is a matter for specialists.

Staff who have a concern about a child in need or at risk or who have heard a disclosure should make a written note of incidents, preferably at the time of disclosure or as soon as possible

afterwards. **Send an e-mail to Safeguarding entitled ‘Safeguarding’ and speak to one of the Safeguarding Team.**

The Safeguarding Team will then confer to decide on the appropriate course of action.

Safeguarding is the responsibility of every member of staff and although referrals are usually managed, any member of staff may make a direct referral to children’s social care. Where a member of staff feels unable to raise an issue with the School or that their concerns are not being addressed, staff should refer to the school’s Whistleblowing Policy. The NSPCC whistleblowing helpline is available: 0800 028 0285; [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

If a pupil discloses information:

- Reassure pupil.
- Do not promise confidentiality. (See Confidentiality Policy)
- Do not ask leading questions of the pupil.
- Listen and explain what will happen next.
- Make notes, include time, date and write down facts.
- Inform a member of the Safeguarding Team immediately.

## **Procedure following notification**

**The Safeguarding Team will:**

### **1. Confer and decide a course of action.**

- The Safeguarding Team may seek advice from external agencies e.g. School Medical Officer and/or other statutory/outside agencies or the police, Starting Point, NSPCC or the Local Authority Designated Office.
- If it is decided to make a referral about a child this will be following discussion by members of the Safeguarding Team
- If the allegation is against a member of staff the Designated Officer will be informed immediately with no discussion.
- The reasons why the Safeguarding Team believe that a referral is necessary will be discussed with parents and/or the child before the referral is made, unless to do so would place the child at further risk.
- If a direct referral is necessary this will be within twenty four hours of a disclosure or suspicion of abuse. The Safeguarding Team will take advice from the referral agencies.
- If disclosure indicates serious harm then the police will be informed at the outset.

### **2. Once the course of action has been decided.**

**If a referral needs to be made:**

- The Safeguarding Team will consult with outside agencies and discuss the procedure to be followed and an internal plan of action. This may involve liaison and support from one or more agencies.
- Ensure the safety of the child.
- If the abuse is by another pupil at the school, take appropriate advice and action. In the event of this all children involved will be considered ‘at risk’.
- If appropriate, talk with and reassure the child with or without parental input.

- If appropriate, inform the parents of the action taken.
- Discuss with the pupil that information will only be disclosed to people who need to know.
- Record the notification, in writing.
- Be supportive and ensure that pastoral support is available within the school.
- If following referral, the child's situation does not appear to be improving, the DSL will press for re-consideration.

#### **If a referral is not made:**

- The Safeguarding Team may consult with outside agencies and discuss the procedure to be followed or/and an internal plan of action. This may involve using local processes like 'Starting Point' or seek advice from the consultation line. Other agencies like Multi Agency Team or using the Common Assessment Framework or Team around the child may be used.
- Ensure safety of the child.
- If appropriate, talk with and reassure the child with or without parental input.
- If appropriate, inform the parents of the action taken.
- Discuss with the pupil that information will only be disclosed to people who need to know.
- Record the notification, in writing.
- Be supportive.
- Ensure that pastoral support is available within school.

## **Appointment of staff**

The school operates safe recruitment procedures for all appointments, including volunteers. It follows Safeguarding Children and Safer Recruitment in Education and complies with the Independent Schools Standards. (See Recruitment and Selection Policy for more details).

- The Finance Manager and the Headmaster's PA are responsible for DBS and the Single Central Register (SCR).
- All staff and resident adults over the age of sixteen, unless a pupil at the school, will be fully checked using DBS enhanced disclosure with barred list check prior to starting employment at Abbotsholme.
- The Headmaster, the Accounts Manager, the Head's PA, the Director of Finance & Operations and have been trained in Safer Recruitment.
- All staff will require a full CV and previous employers will be approached for verification.
- All staff will require two references, specifically asking to state any known reason why the person should not be employed to work with children.
- All staff will require photographic evidence of identity and proof of address.
- There will be a check on a person's right to work in the UK and a check for any teachers from the European Economic Area, through NCTL Teacher Services System of whether sanctions or restrictions have been imposed.
- All staff will be required to provide evidence of qualifications.
- All staff are expected to disclose any conviction, cautions, court orders and warnings which may affect their suitability to work with children, whether received before or during their employment.
- All staff will be asked to sign a declaration of medical fitness to carry out their work responsibilities.
- All teaching staff will be subject to a prohibition check.

- Staff working with EYFS children, or those supervising children under 8 in after or before hours childcare, must complete a 'Disqualification by Association' declaration.
- The reference and qualifications will be verified by direct contact.
- At interview, there will be a written record of the outcome.
- For overseas recruitment, such as GAP students, requests will be made from the overseas authorities prior to arrival in the UK.
- All checks will be completed before an appointment is confirmed and the member of staff commences work.
- All Governors are required to have a DBS check and a check of their right to work in the UK.
- The school will take steps to carry out DBS checks on drivers and other contractors etc. Any use of outside organisations, staff and agencies will be checked. Taxi drivers used by the school to convey boarders are DBS checked.

## Contacts

The Designated Officer for Derbyshire is our main source of advice and is the person to whom we report allegations against staff. Derbyshire Social Care is our first contact for supporting pupils within the school who are in need of help or who are a focus of concern. The contact details for Derbyshire Children's Social care is (Starting Point) 01629 533190.

Sometimes it may be appropriate to liaise directly with other local authorities in relation to the needs of children resident in authorities other than Derbyshire. The Derbyshire local authority will liaise with other local authority if a pupil in need were resident elsewhere. (Section 47 Children's Act 1989).

Derbyshire Designated Officer Miles Dent 01629 531940  
 Derbyshire Starting Point 01629 533190  
 Derbyshire Consultation Line 01629 535353 (Mon to Fri 8.00-6.00)  
 Derbyshire Dales Social Services 01629 0772323  
 Derbyshire Educational Welfare 01629 538139  
 Derbyshire Multi Agency Team 01629 533588  
 Derbyshire Referral service 0845 6058058

Staffordshire Designated Officer Paul Davies 01785 854 019  
 Staffordshire First Response 08001313126  
 Staffordshire Social services 01785 277 311

NSPCC Child Protection 0808 800 5000  
 Childline 0800 1111  
 Police in an emergency call 999. Non-emergency number 101 for concerns regarding extremism.  
 DfE helpline and mail box for non-emergency advice regarding extremism 02073407264 [counter-extremism@educationgsi.gov.uk](mailto:counter-extremism@educationgsi.gov.uk)  
 NSPCC FGM helpline 0800 028 3550  
 DBS 01325 953 759 P.O. Box 181 Darlington DL19FA  
 National College for Teaching and Leadership 0345 6090009

Reviewed and updated by Safeguarding Team and SMT:	September 2016
Last reviewed by Chair Governors:	November 2016
Minor updates:	February 7 <sup>th</sup> 2017

Reviewed and updated by Safeguarding Team and SMT: September 4<sup>th</sup> 2017  
Nest review by Chair of Governors November 2017  
Date of next review: September 2018

## **Confidentiality Policy (Staff)**

**Staff cannot and should not propose total confidentiality and will act in accordance with the best interests of the pupil at all times.**

Regarding child protection and disclosure.

If a pupil discloses information, which is sensitive, not generally known, and which the pupil asks not to be passed on, the request should be honoured, unless in doing so the teacher is unable to fulfil their professional responsibilities in relation to:

- Child Protection
- Co-operating with the Police
- Referral to external agencies where a life is in danger.

Every effort to secure the pupil's agreement to the way the school will use the information should be made:

Pupils will be encouraged to talk to their parents/carers and be given the support to do so.

Staff who deal with outside agencies will be aware of and abide by the school's policy about disclosures and confidentiality.

Regarding Daily Duties

Information about children given to staff to help carry out their duties and care for children should be treated with confidentiality and should not be discussed with the children or other people.

Reviewed and updated by Safeguarding Team and SMT: September 2016  
Last reviewed by Chair Governors: November 2015  
Date of next review: September 2017

## **Physical Contact, Use of Force and Restraint Policy**

**This policy is applicable to all pupils in the school.**

**The law forbids any teacher to use any degree of physical contact which is deliberately intended to punish or which is intended to cause pain, injury or humiliation. The School prohibits the use of corporal punishment.**

In general physical contact with children should be avoided, although there are occasions when it may be appropriate, for example a demonstration in PE or to comfort a pupil in distress.

The need to use force is a last resort and is usually avoided by

- creating a calm environment.
- teaching pupils how to manage conflict and strong feelings.
- de-fusing/de-escalating incidents if they do arise.

However, all staff are authorised to use reasonable force, as necessary, to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence, including behaving in a way that would be an offence if the pupil were not under age.
- injuring themselves or another.
- causing damage to property, including the pupil's own property.
- causing, or at risk of causing, injury or damage by misuse of dangerous materials or objects.
- being in immediate danger e.g. spilt boiling liquid, something falling from above, pulling a child from the path of an oncoming car.

If a situation arises, the decision of whether or not to use force to control/restrain a pupil will need to be made very quickly. Staff should consider if:

- the potential consequences of not intervening are sufficiently serious to justify the use of force.
- the chances of achieving the desired result by other means are low.
- the risks associated with not using force are outweighed by those of using force.

If the decision is taken to use force the following code should be applied:

- give a clear verbal warning to the pupil that force may have to be used.
- as far as possible, only use force if another member of staff is present.
- only use the minimum force necessary to achieve the desired result.

Physical intervention might involve:

- physically interposing between pupils.
- blocking a pupil's path.
- holding or pulling.
- leading a pupil by the arm or hand.
- shepherding a pupil away by placing a hand in the centre of the back.

### **Force is never to be used as a punishment.**

Staff should never act in any way that might be considered unreasonably forceful or likely to cause injury for example: holding around the neck or collar; slapping, punching or kicking; twisting or forcing a limb against a joint; tripping; holding by the hair or ear, or holding face down

### **If in any doubt, do not use force.**

If a member of staff has had to use force to control/restrain a pupil the Deputy Head should be informed immediately and a written report should be submitted to the Headmaster as soon as possible, the same day. The report should detail the incident in full and include: 'who, what, when, where, why'; names of all adults and pupils present during the incident; and details of any injuries suffered by staff or pupils and any first aid and/or medical attention required. Parents of pupils involved will be informed by the Headmaster.

There will be a post incident review which will allow the member of staff to talk with a senior member of staff and also allow the senior staff to monitor incidents

Reviewed and updated by Safeguarding Team and SMT: September 2016  
Last reviewed by Chair Governors: November 2015  
Date of next review: September 2017

## **Use of Cameras, Mobile Phones and Personal Electronic Devices in School (Staff and Visitors) Policy**

**This policy follows government legislation and is for the personal protection of staff and visitors.**

Staff may take photographs of children for specific school use only.

The approved school cameras/iPads must be used.

Staff should never upload or keep images of school children on their home computer systems.

Staff should remember that pupils must not take photographs of each other without permission.

Staff should be aware that some pupils in school must not have their image placed in the public domain, including school web site.

Staff may have mobile phones or personal electronic devices in school but they must not be used in lesson time.

Staff working in EYFS (Nursery with Reception children) must not have mobile phones available: they should be locked away. Telephone calls should be made in staff-only areas. It is always suggested that the school landline is used, for their own safety.

Staff may take a mobile on trips and outings but they are for emergency use only.

Staff may not make or receive mobile phone calls in teaching time, nor should they leave a lesson to receive or make a call. In extreme circumstances, where a crucial call is expected, staff must let the Headmaster know the situation.

Staff should not use mobile phones or personal electronic devices to communicate with pupils on social networking sites.

Visitors should be aware that the use of a mobile phone around school is not allowed.

Photography by parents and relatives is permitted on the school site; however, it is important that such records remain private and for their own personal use. Such photos and videos must not be sold and must not be put on the internet. Pupils must not be approached or photographed whilst at school, or engaged in activities outside school, without the permission of a member of staff.

Photographs by other visitors to school are not allowed unless permission has been sought from the Headmaster.

(See Acceptable Use of Mobile Phones and Electronic Devices by Pupils Policy)



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