



Highcliffe School Child Protection/ Safeguarding Policy

(in line with local Safeguarding partnership and LA guidance)

Adopted by the Governing Body on

3rd May 2019

Reviewed on

25th April 2019

Our Nominated Governor for Safeguarding is
Sue Evans

Our Designated Safeguarding Lead is
Mr Mark Yapp

Our Deputy Safeguarding Leads are
*Miss Lisa Swan, Mrs Alison Curtis,
Mrs Sharon Allen*

Our Designated Teacher for LAC is
Mr Nick O'Connor

Anti Bullying Champion
Mr Stephen James

E-Safety/On-Line Safety Champion
Mr Mat Downs

Child Protection/Safeguarding Policy

The child protection/safeguarding policy for Highcliffe School reflects the Pan-Dorset Inter-Agency Safeguarding Procedures (on the LSCB website) and 'Keeping Children Safe in Education' 2018.

This policy consists of three main documents:

- A. The overarching safeguarding policy (statement of principles)
- B. Detailed child protection/safeguarding procedures and
- C. Child protection/safeguarding summary sheet. The latter is provided as a separate document and provided routinely for those adults who will not have the opportunity to read this policy in its entirety but will have unsupervised contact, even as a 'one-off', with pupils on a temporary or intermittent basis such as supply, peripatetic or visiting professionals.

A. Safeguarding Policy

Highcliffe School recognise(s) that the welfare of the child is paramount: the needs and wishes of each child will be put first. Throughout this document, 'child' refers to a young person under the age of 18.

We take seriously our duty to safeguard and promote the welfare of the children and young people in our care.

Safeguarding children is everyone's responsibility. 'Working Together to Safeguard Children' 2018, HM Government statutory guidance, defines safeguarding as:

- 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.

The Governing Body will act in accordance with Section 175 / Section 157 of the Education Act 2002 and the supporting statutory guidance 'Keeping Children Safe in Education' 2018 to safeguard and promote the welfare of children in this school.

The Governing Body is accountable for ensuring that the school meets its statutory responsibilities for safeguarding and that all policies, procedures and training are in place and effective. This is delegated to the Governor's Progress Committee.

We will complete and submit to the Safeguarding Children Board an annual audit of its safeguarding and child protection/safeguarding arrangements, including an action plan.

All children have the right to be safeguarded from harm or exploitation whatever their

- age
- health or disability
- gender or sexual orientation
- race, religion, belief or first language
- political or immigration status

Governors, staff and regular volunteers in this school understand the importance of taking appropriate action and working in partnership with children, their parents/carers and other agencies to safeguard children and promote their welfare.

The purpose of this policy is to:

- afford protection for all pupils
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safe place to learn and in which children feel safe

This policy applies to the Headteacher, all staff, including supply and peripatetic staff, regular volunteers, governors or anyone working on behalf of the school.

We will endeavour to safeguard children and young people by:

- always acting in their best interests
- valuing them, listening to and respecting them
- involving them in decisions which affect them
- never tolerating bullying, homophobic behaviour, racism, sexism or any other forms of discrimination, including through use of technology
- ensuring the curriculum affords a range of opportunities to learn about keeping themselves safe, particularly when using technology
- exercising our duties under the Counter-Terrorism and Security Act 2015
- by ensuring all staff attend 'Prevent' training in respect of radicalisation and extremist behaviour and by assessing the risk of our pupils being drawn into terrorism
- supporting attendance and taking action if a child is missing school regularly
- appointing a senior member of staff from our leadership team as the Designated Safeguarding Lead (DSL) and ensuring this person has the time, funding, training, resources and support to perform the role effectively
- the school has three Deputy Designated Safeguarding Leads to ensure there is always someone available during school hours for staff to discuss any safeguarding concerns
- appointing a Designated Teacher to promote the educational achievement of children who are Looked-After (in care) and to work closely with the virtual school head to discuss how pupil premium plus additional funding can support the progress of these children
- ensuring that staff working with Looked-After Children have information appropriate to their role regarding, for example, the child's care arrangements, legal status and contact with birth parents and will also

have the responsibility for promoting the educational achievement of children who have left care.

- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection/safeguarding procedures and also understand their individual responsibility to take action
- ensuring that all those named above (i.e. DSLs and Deputy DSLs; Designated Teacher; Headteacher, all staff and regular volunteers) have training appropriate to their roles as set out in statutory guidance or recommended by the Safeguarding Children Board
- identifying any concerns early and providing appropriate help to prevent them from escalating, including working with parents/carers and other agencies as appropriate, for example through the work of year group Pastoral Leads and ELSA.
- sharing information about child safeguarding concerns with agencies who need to know, and involving children and their parents/carers appropriately
- acknowledging and actively promoting that multi-agency working is the best way to promote the welfare of children and protect them from harm
- taking the right action, in accordance with LSCB inter-agency safeguarding procedures, if a child discloses or there are indicators of abuse
- keeping clear, accurate and contemporaneous safeguarding and child protection/safeguarding records
- recruiting staff and volunteers (including host families) safely, ensuring all necessary checks are made in accordance with statutory guidance and legal requirements and also making sure that at least one appointment panel member has undertaken safer recruitment training
- providing effective management for staff through induction, support and regular update training appropriate to role. All staff working with vulnerable children have regular safeguarding supervision.
- adopting a code of conduct for all staff and volunteers which includes acceptable use of technologies, staff/pupil relationships and communications including the use of social media
- ensuring our online safety process includes appropriate filters and monitoring systems
- ensuring staff and volunteers understand about 'whistle blowing' and ensuring staff know how to escalate concerns about pupils or staff if they think the right action has not been taken to safeguard children
- promoting a culture in which staff feel able to report to senior leaders with what they consider to be unacceptable behaviour or breaches of the school Code of Conduct by their colleagues, having faith that they will be listened to and appropriate action taken
- dealing appropriately with any allegations/concerns about the behaviour of staff or volunteers in accordance with the process set out in statutory guidance

This child protection/safeguarding policy forms part of a suite of policies and other documents which relate to the wider safeguarding responsibilities of the school. In particular it should be read in conjunction with the

- staff behaviour policy (code of conduct)
- e-safety policies for pupils and staff, which include use of mobile technology
- safer recruitment policy and procedures
- procedures to handle allegations against members of staff and volunteers, including referring to the Disclosure and Barring Service (when appropriate)
- whistle blowing policy
- procedures to respond appropriately when children are missing education
- anti-bullying procedures in conjunction with the school's behaviour policy

These policies and procedures are available on the school's website www.highcliffeschool.com

B. Child protection/safeguarding Procedures

These procedures should be read in conjunction with 'Keeping Children Safe in Education, Part One: Information for all School and College Staff' 2018, plus Annex A.

1. What is Child protection/safeguarding?

1.1 Child protection/safeguarding is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

2. What is significant harm?

2.1 The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and in each case, require discussion with the statutory agencies: Children's Social Care and Police.

3. Purpose of these procedures

3.1 These procedures explain what action should be taken if there are concerns that a child is or might be suffering harm. A 'child' is a person under 18 years but the principles of these procedures apply to all pupils at this school, including those over 18.

4. Responsibilities and roles

4.1 All adults in the school have an individual responsibility to safeguard and promote the welfare of children by taking appropriate action. This includes taking action where there are child protection/safeguarding concerns.

4.2 Governing bodies are accountable for ensuring their school has an effective child protection/safeguarding policy which should be reviewed annually and available publicly, such as on the school website.

4.3 The statutory safeguarding guidance for schools: 'Keeping Children Safe in Education' states that all schools and colleges should have 'a senior board level (or equivalent) lead to take leadership responsibility' for safeguarding.

The person who takes leadership responsibility for safeguarding on the governing / proprietor body of this school is: *Sue Evans*.

4.4 This school has a Designated Safeguarding Lead (DSL). This is the person who takes lead responsibility for safeguarding. Any concerns about children should be discussed with / reported to the DSL who will decide what action to take including referring to MASH as appropriate. More information about the DSL role can be found in Annex B of Keeping Children Safe in Education 2018.

The Designated Safeguarding Lead in this school is: *Mr Mark Yapp*

The school also has three Deputy Safeguarding Leads: *Miss Lisa Swan, Mrs Alison Curtis, Mrs Sharon Allen*

4.5 In addition, the MASH team can provide advice and guidance on safeguarding and child protection/safeguarding matters.

4.6 All action is taken in line with the following guidance:

- DfE guidance (2018) – Keeping Children Safe in Education
- Working Together to Safeguard Children (2018) – published by HM Government
- Bournemouth, Dorset and Poole Inter-Agency Safeguarding Procedures & Guidance, accessed through www.lscb.co.uk
- What to do if you're worried a child is being abused – Government Guidance (2015)

4.7 The school has a designated teacher; *Mr Nick O'Connor, Deputy Headteacher for Looked After Children (LAC)*

4.8 The designated teacher on commencement of sections 4 to 6 of the Children and Social Work Act 2017, has the responsibility to promote the educational achievement of children who are looked after (as above) and those children who have left care through adoption, gone home, gone to extended family, special guardianship or child arrangement orders or who were adopted from the state care outside England and Wales.

4.9 A previously looked after child potentially remains vulnerable and all staff should have 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 on concerns to safeguard these children, who are a particularly vulnerable group.

4.10 The Designated teacher must have appropriate training and the relevant qualifications and experience.

5. What is child abuse?

5.1 It is generally accepted that there are four main forms of abuse. The following definitions are from Working Together to Safeguard Children (2018).

i) 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.

ii) Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent 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 the 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 cyberbullying), 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, though it may occur alone.

iii) 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 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

iv) 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 because of maternal substance use. 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 caregivers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5.2 It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. In most cases multiple issues will overlap with one another.

6. Recognising child abuse – signs and symptoms

6.1 Keeping Children Safe in Education is clear: 'All school and college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may need help or protection'.

6.2 Recognising child abuse is not always easy, and it is not the responsibility of school staff to decide whether child abuse has taken place or if a child is at significant risk. They do, however, have a clear individual responsibility to act if they have a concern about a child's welfare or safety or if a child talks about (discloses) abuse. They should maintain an attitude of 'it could happen here' and always act in the best interests of the child.

6.3 Knowing what to look for is vital to the early identification of abuse and neglect. If staff are unsure, they should **always** speak to the designated safeguarding lead (or deputy) Any concerns about a child's welfare, should be acted upon immediately and recorded on the school's online software " My Concern". If online access is unavailable, the standard concern form should be completed and presented to the DSL, who will enter the details on to 'My Concern'.

6.4 All school 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 overlap with one another.

6.5 All staff should be aware of the process for making referrals to the children's MASH team and for statutory assessments under the children Act 1989, especially section 17 (children in need) and section 47 (a child suffering or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.

Appendix 2 details examples of possible indicators of each of the four kinds of abuse.

7. Child on child sexual violence and sexual harassment

7.1 All staff should recognise that children can abuse their peers and follow this policy.

7.2 Sexual violence and harassment can occur between two children of any age or sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

7.3 The school's initial response to a report from a child is important. It is essential that **all** victims are reassured and that they are being taken seriously and that they will be supported and kept safe.

7.4 Ultimately, any decisions are for the school to make on a case-by-case basis, with the DSL or deputy taking a lead role and using their professional judgement, supported by other agencies, such as MASH and the police as required.

7.5 Reports of sexual violence and sexual harassment are likely to be complex and require difficult decisions to be made, often quickly and under pressure. Pre-planning and effective policies will provide schools with the foundation for a calm, considered and appropriate response to any reports.

7.6 Following a report of sexual violence, the DSL (or deputy) should make an immediate risk and needs assessment, considering;

- The victim
- The alleged perpetrator
- All the other children (if appropriate adult students and staff)

7.7 The DSL will consider the following options for managing a report of sexual violence or sexual harassment;

- Manage internally
- Early Help
- Referral to MASH

7.8 If children require safeguarding and a referral to the MASH team is made the process for managing sexually harmful behaviour can be found in the inter-agency safeguarding procedures on the LSCB website. In brief, a multi-agency meeting should be convened by the MASH team following a referral and an action plan agreed.

7.9 A school risk assessment will be put in place, which includes parents/carers and other professionals where they are involved, which will consider;

- The wishes of the victim in terms of how they want to proceed
- The nature of the alleged incident
- The ages of the children involved
- The developmental stages of the children involved
- Any power imbalance between the children
- Is the incident a one off or a sustained pattern of abuse?
- Are there ongoing risks to the victim, other children, school or college staff?

- Contextual safeguarding

7.10 All staff should be aware of 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 cyber bullying)
- 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 violent rituals

All staff should be clear on the schools or colleges policy and procedures with regards to peer on peer abuse.

7.11 Staff should not dismiss abusive behaviour as 'normal' between young people and should not develop high thresholds before acting.

7.12 there may be delays to a criminal process, but the school should not wait for the outcome before protecting the victim, alleged perpetrator and other children in the school.

7.13 The school will need to manage the balance between supporting the victim and ensuring the alleged perpetrator has an education and safeguarding support themselves. Appropriate support should be on an ongoing basis to the victim.

7.14 Sexting involves images or videos which are indecent or of a sexual nature, generated by children under the age of 18 or of children under the age of 18, shared via a mobile phone, handheld device or website. Any incidents of sexting that are brought to the School's attention are handled in line with the August 2016 guidance from UKCCIS: 'Sexting in schools and colleges: responding to incidents and safeguarding young people'. The incident will be referred to the DSL as soon as possible, who will hold an initial meeting with appropriate school staff. If appropriate, there will be subsequent interviews with the young people involved. Parents will be informed and involved at an early stage unless there is good reason to believe that involving the parents would put the young person at risk of harm. If there is a concern that a young person has been harmed is at risk of harm, appropriate referrals will be made to MASH and in some instances the school would contact the SSCT for advice only.

The School works to minimise the risk of peer on peer abuse through PSHE sessions, assemblies and visits from outside speakers, including the annual Internet Safety Day. Opportunities are explored to raise parental awareness through email communication and information evenings.

8. Pupils engaging in under-age sexual activity

8.1 Sexual activity where one of the partners is under the age of 16 is illegal, although prosecution of young people who are *consenting partners of a similar age* is not usual. Designated Safeguarding Leads will exercise professional judgement when deciding whether to refer or take advice from social workers,

considering such things as any imbalance of power, wide difference in ages or developmental stages etc.

8.2 Where a child is under the age of 13 penetrative sex is classified as rape under the Sexual Offences Act 2003 so must be reported to social workers in every case.

8.3 The inter-agency safeguarding procedures, on the LSCB website, have more information about under-age sexual activity.

9. Child sexual exploitation/Criminal exploitation

9.1 This form of abuse involves exploitative situations, contexts and relationships where young people receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, mobile phones) as a result of their performing, and/or another or others performing on them, sexual acts. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

9.2 Recognition of child sexual exploitation is part of staff training. We note that any child or young person may be at risk of this form of abuse, regardless of family background or other circumstances, and can experience significant harm to physical and mental health.

9.3 Due to the grooming methods used by abusers, it is common for young people not to recognise they are being abused and may feel they are 'in a relationship' and acting voluntarily. To raise awareness of this, all students in Year 8 attend a performance of Chelsea's and discuss issues raised.

9.4 "County Lines" is becoming widely recognised and used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

9.5 Any concerns about child sexual exploitation/criminal exploitation will be discussed with the Designated Safeguarding Lead who will take appropriate action, complete a risk assessment form and make an appropriate referral. The form and more detailed local procedures are in the inter-agency safeguarding procedures on the LSCB website.

9.6 Child Criminal Exploitation – where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

10. Forms of abuse linked to culture, faith or belief

All staff in this school will promote mutual respect and tolerance of those with different faiths and beliefs. Some forms of abuse are linked to these and staff should strive to suspend professional disbelief (i.e. that they 'could not happen here') and to report promptly any concerns to the Designated Safeguarding Lead who will seek further advice from MASH, prior to contacting parents/carers.

10.1 Female Genital Mutilation is illegal and involves intentionally altering or injuring female genital organs for non-medical reasons. It can have serious and long-lasting implications for physical health and emotional well-being. Possible indicators include taking a girl out of school / country for a prolonged period or talk of a 'special procedure' or celebration. In addition to reporting any concerns to the Designated Safeguarding Lead, teachers have a statutory duty to report personally to the Police if they discover that female genital mutilation has or appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. The DSL will refer concerns to the MASH.

10.2 Forced Marriage is also illegal and occurs where one or both people do not or, in cases of people with learning disabilities, cannot consent to the marriage and pressure or abuse is used. It is not the same as arranged marriage. Young people at risk of forced marriage might have their freedom unreasonably restricted or being 'monitored' by siblings. There might be a request for extended absence from school or might not return from a holiday abroad. We recognise that school staff can play an important role in safeguarding children from forced marriage. The DSL will refer concerns to the MASH.

10.3 So called 'honour-based' violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. It can exist in all communities and cultures and occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. Females are predominantly, but not exclusively, the victims and the violence is often committed with some degree of approval and/or collusion from family or community members. All forms of so called honour-based violence are abuse, regardless of the motivation, and should be referred accordingly. However, there are some significant differences in the immediate response required as involving families in cases of forced marriage is dangerous: The DSL will refer concerns to the MASH

- It may increase the risk of serious harm to the victim. Experience shows that the family may punish them for seeking help;
- Relatives, friends, community leaders and neighbours should not be used as interpreters – despite any reassurances from this known person.

10.4 Radicalisation and extremism / Prevent

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremism is defined by HM Government as ‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

In this school we recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability.

Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and to understand that they are entitled to have their own different beliefs which should not be used to influence others.

We recognise that children with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our pupils with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.

Children are taught about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the Internet.

Any concerns about pupils becoming radicalised or being drawn into extremism will be reported to the Designated Safeguarding Lead who will *not* speak to parents/carers or other family members at this stage but will take prompt advice from the Police. email MASH@dorset.pnn.police.uk

The Designated Safeguarding Lead is also the Prevent Lead

10.5 Prevent

Prevent is about safeguarding people and communities from the threat of terrorism and violent extremism. Prevent is part of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Prevent strategy: Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views;

- Provides practical help to prevent people from being drawn into terrorism. It ensures they are given appropriate advice and support
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.
- Prevent covers all forms of terrorism and extremism and some aspects of non-violent extremism.

The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent strategy. The police play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes.

- The main aim of Prevent is to stop people from becoming terrorists or supporting violent extremism.
- At the heart of Prevent is safeguarding children and adults. Providing early intervention to protect and divert people away from being drawn into terrorist activity is crucial.
- Prevent addresses all forms of extremism but continues to ensure resources and effort are allocated on the basis of threats to our national security.

Any individuals who are identified as being vulnerable to radicalisation may be referred to a multi-agency Channel Panel. This ensures the appropriate interventions are put in place to protect the individual. Like child protection/safeguarding, Channel is a multi-agency safeguarding programme run in every local authority in England and Wales. It works to support vulnerable people from being drawn into terrorism. It provides a range of support such as mentoring, counselling, assistance with employment etc. If a pupil at this school are being discussed, the DSL or Headteacher will attend the Panel meetings. The use of a Channel panel is rare however.

Channel is about early intervention to protect vulnerable people from being drawn into committing terrorist-related activity and addresses all types of extremism.

Staff and governors in this school have either attended a WRAP (Workshop to Raise Awareness of Prevent) session or have completed on-line Prevent training.

Concerns would be referred to the MASH and the SSCT may be involved to provide early intervention.

11. Children missing education

Emergency contacts

Where reasonably possible the school should hold more than one emergency contact number for each pupil. This goes beyond the legal minimum and is good practice to give the school additional options to contact a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

11.1 We recognise that a child going missing from education is a potential indicator of abuse and neglect, including the specific types of abuse detailed above including child criminal exploitation /or travelling to conflict zones.

11.2 Therefore all staff will follow the school's procedure for dealing with unauthorised absence and children missing from education procedures, particularly on repeat occasions, to help identify vulnerable pupils and to help prevent the risks of their going missing in future.

11.3 Actions could include involving other professionals and, if any of the criteria are met, informing the local authority where a pupil's name has been removed from the school roll. The School's procedures for unauthorised attendance and children missing education are detailed in the School Attendance policy.

Procedures regarding children missing education have been updated in line with the DfE statutory guidance (September 2016).

There is more information about specific safeguarding issues including links to websites in Part one and Annex A of 'Keeping Children Safe in Education' 2018.

12. Responding to the child who discloses (talks about) abuse

All staff and volunteers will:

- Listen carefully to what is said
- Avoid showing shock or disbelief
- Observe the child's demeanour
- Find an appropriate opportunity to explain that the information will need to be shared on a 'need to know basis'. They will not promise to keep the information confidential or a 'secret'
- Allow the child to continue at her/his own pace and not interrupt if the child is freely recalling events. They will not stop him/her in order to find a 'witness' as this could inhibit the child from saying more
- Avoid asking questions or pressing for more information. Ask for clarification only. If questions are necessary they should be framed in an open manner and not 'lead' the child in any way: Tell me.... Explain.... Describe...
- Reassure the child, if necessary, that s/he has done the right thing by talking about it
- Explain what will happen next and with whom the information will be shared
- Not ask the child to repeat the disclosure to anyone else in school – including the DSL - or ask him/her or any other children who were present to write a written account or 'statement'

13. Taking action

13.1 If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken

13.2 Where physical injuries have been observed, these will be carefully noted but not photographed. The staff member will not ask to see injuries that are said to be on an intimate part of the child's body.

13.3 Any disclosure or indicators of abuse will be reported verbally to the DSL or Deputy straightaway or, where they are not available, and concerns are immediate, ensure a referral is made without delay to the MASH team.

13.4 Where the child already has an allocated social worker, that person or a manager or duty worker in the same team must be contacted promptly.

13.5 A written record will then be made (ideally on 'My Concern') of what was said, including the child's own words, as soon as possible.

13.6 If the child can understand the significance and consequences of making a referral to social workers, they will be asked for their views. It will be explained that whilst their views will be considered, the school has a responsibility to take whatever action is required to ensure the child's safety and that of other children.

13.7 The DSL will decide whether to contact parents at this stage, judging whether to do so, it is necessary to consider if contacting the parents/carers is likely to place the child at risk of harm from their parent's/carers actions or reactions - for example in circumstances where there are concerns that a serious crime such as sexual abuse, domestic violence or induced illness has taken place. If in any doubt, the DSL or staff member will call the MASH team in the first instance and agree when parents/carers should be contacted and by whom. The reason for the decision not to contact parents first will be recorded in the child's school child protection/safeguarding file.

13.8 A child protection/safeguarding referral from a professional cannot be treated as anonymous.

13.9 Where there is no disclosure by a child, but concerns are accumulating, such as in relation to neglect or emotional abuse, the DSL will ensure that all information is brought together and that s/he makes a professional judgement about whether to refer to outside agencies.

13.10 The Safeguarding Children Board's 'Threshold Document' should be used to help clarify the pathway required for a child: whether concerns will be managed within the school; or with the help of other agencies as part of early help; or whether they require specialised support such as a social work assessment or referral to Child and Adolescent Mental Health Services (CAMHS).

13.11 A member of staff who reports concerns to the DSL should expect some feedback, although confidentiality might mean in some cases that this is not detailed. If the member of staff is not happy with the outcome s/he can press for reconsideration and if following this, s/he still believes the correct action has not been taken, will refer the concerns directly to social workers.

14. Responding to concerns reported by parents or others in the community

14.1 Occasionally parents or other people in the local community tell school staff about an incident in or accumulation of concerns they have about the family life of a child who is also a pupil at the school.

14.2 If the incident or concern relates to child protection/safeguarding, the information cannot be ignored, even if there are suspicions about the motives of the person making the report. Members of staff will therefore pass the information to the DSL in the usual way.

14.3 It is preferable if the parent / community member who witnessed or knows about the concerns or incident makes a call to the MASH team themselves as they will be better able to answer any questions. They can ask for their name not to be divulged if a visit is made to the family.

14.4 If the parent / community member refuses to make the referral, the DSL will clarify that s/he (the DSL) has a responsibility to do so and will also need to pass on to social workers how s/he is aware of the information.

14.5 This process also applies to parents / community members who are also school staff. As professionals who work with children they cannot be anonymous when making the referral but can ask for the situation to be managed sensitively and, if necessary, for their identity to be withheld from the family if it will cause difficulties in their private life.

15. Remember

15.1 Any suspicion or concern that a child or young person may be suffering or at risk of suffering significant harm, MUST be acted on. Doing nothing is not an option. Any suspicion or concerns will be reported without delay to the DSL or a Deputy. During term time the Designated Safeguarding Lead and/or a Deputy should always be available (during school or college hours) for staff to discuss any safeguarding concerns. However, if for whatever reason they are not available, the staff member will discuss their concerns as soon as possible with either

- another senior member of staff or
- MASH - Multi-Agency Safeguarding Hub

Anyone can make a referral, not just the DSLs.

15.2 It is important that everyone in the school is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for making a judgement about whether abuse has occurred and should not conduct an 'investigation' to establish whether the child is telling the truth. That is a task for social workers and the Police following a referral to them of concern about a child. The role of school staff is to act promptly on the information received.

15.3 This applies regardless of the alleged 'perpetrator': whether the child raises concerns about a family member or someone outside school, a member of staff or another child/pupil.

15.4 A careful record will be made of what has been seen/heard that has led to the concerns and the date, time, location and people who were present. As far as possible, staff should record verbatim what was said and by whom. The record will be passed to the DSL.

15.5 The DSL will keep a record of the conversation with the duty worker and other social workers, noting what actions will be taken and by whom, giving the date and time of the referral. The referral will be confirmed in writing on the inter-agency referral form (available on the LSCB website) as soon as possible and at least within 48 hours. Any pre-existing assessments should be attached.

15.6 A school child protection/safeguarding file will be started in the child's name, where the child is not already known to social workers. If a file already exists, the new information will be added to the chronology. Child protection/safeguarding files are recorded on 'My Concern'.

See Appendix 3 below for detailed record keeping guidance.

16. Response from the MASH team to a school referral

- Referral

Once a referral is received by the team, a manager will decide on the next course of action within one working day. When there is concern that a child is suffering, or likely to suffer significant harm, this will be decided more quickly, and a strategy discussion held with the Police and Health professionals and other agencies as appropriate (section 47 Children Act 1989).

The Designated Safeguarding Lead should be told within three working days of the outcome of the referral. If this does not happen s/he will contact the duty worker again.

- Assessment

All assessments should be planned and co-ordinated by a qualified social worker. They should be holistic, involving other professionals, parents/carers and the children themselves as far as practicable. Assessments should show analysis, be focused on outcomes and usually take no longer than 45 working days from the point of referral. School staff have a responsibility to contribute fully to the assessment.

- S47 Enquiries (regarding significant harm)

The process of the investigation is determined by the needs of the case, but the child/young person will always be part of that process and sometimes without parents' knowledge or permission. On occasions, this will mean the child/young person is jointly interviewed by the Police and social workers, sometimes at a special suite where a video-recording of the interview is made.

- The Child Protection Conference

If, following the s47 enquiries, the concerns are substantiated and the child is judged to be at risk of significant harm, a Child Protection Conference (CPC) will normally be convened. The CPC must be held within 15 days of the first strategy discussion and school staff will be invited to attend - normally the DSL or Headteacher. This person will produce a written report in the correct format (a pro forma is available on the LSCB website). This will be shared with the child/young person and his/her family before the conference is held. A copy will also be sent to the person chairing the initial CPC at least 24 hours in advance.

More information is in the inter-agency safeguarding procedures ('Child Protection Conferences') on the LSCB website.

If the DSL disagrees with the decisions made by social workers regarding the outcome of the referral, the conclusions of the assessment or any actions taken, the matter should be discussed and if necessary escalated to more senior

managers (under the escalation policy available on the LSCB website), *particularly* if the child's situation does not appear to be improving.

17. Responding to allegations or concerns about staff or volunteers

17.1 Rigorous recruitment and selection procedures and adhering to the school's code of conduct and safer practice guidance will hopefully mean that there are relatively few allegations against or concerns about staff or volunteers. However, if a member of staff, or any other person, has any reason to believe that another adult has acted inappropriately or abused a child or young person, they will act by reporting to the Headteacher (not the DSL if this is a different person). Even though it may seem difficult to believe that a colleague may be unsuitable to work with children, the risk is far too serious for any member of staff to dismiss such a suspicion without acting.

17.2 If the allegation/concern is about the Headteacher the person with concerns will contact the Chair of Governors or the Local Authority Designated Officer (also known as the LADO) in the Local Authority. See Appendix 1 below for contact details.

17.3 In all cases of allegations against staff or volunteers, the Headteacher and Chair of Governors, will contact the Local Authority Designated Officer (LADO) without delay and follow the correct procedures as set out in the separate school policy. This must comply with Part Four of 'Keeping Children Safe in Education' 2018.

18. Children with special educational needs and who are disabled

18.1 Research shows that children with special educational needs and who are disabled are especially vulnerable to abuse and adults who work with them need to be vigilant and take extra care when interpreting apparent signs of abuse or neglect.

18.2 Additional barriers can exist for adults who work with such children, in respect of recognising abuse and neglect. These can include

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Being more prone to peer group isolation than other children
- Children with SEN and who are disabled can be disproportionately impacted by things like bullying – without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers

18.3 These child protection/safeguarding procedures will be followed if a child with special educational needs or who is disabled discloses abuse or there are indicators of abuse or neglect. There are no different or separate procedures for such children.

18.4 Staff responsible for intimate care of children will undertake their duties in a professional manner always and in accordance with the school's intimate care policy.

The SEN department is a space within Highcliffe School where pupils with SEN or disability can go to feel safe and secure within the school environment. This is an area where pupils can be supported by a member of staff to communicate or articulate their feelings without needing to feel conscious about their peers being in close proximity. Support staff receive training on a range of SEN issues and disabilities. However, if more specialist techniques are required, the pupil can be referred to receive ELSA support from a specially trained member of staff.

19. Safer Working Practice

19.1 All adults who come into contact with children at this school will behave at all times in a professional manner which secures the best outcomes for children and also prevents allegations being made. Detailed advice on safer working practice can be found in the school's Code of Conduct. Staff should be aware of Part 4 of Keeping Children Safe in Education 2018.

19.2 We promote a culture whereby members of the school community should feel able to raise with the Headteacher, or any member of the leadership team, any concerns about staff conduct. If the reporter feels that the issue has not been addressed they should contact someone outside of the school, such as the Chair of Governors or the LADO. (See Appendix 1 below for contact details.) Reference to the Guidance for Safer Working Practice 2015.

20. Training

20.1 Child protection/safeguarding will be part of induction for all staff and regular volunteers new to the school. They will be given a copy of this policy, the Code of Conduct, details about the role of the DSL and part one of 'Keeping Children Safe in Education: information for all school and college staff' plus Annex A if they work directly with children.

20.2 This will be followed up by basic child protection/safeguarding training that equips individuals to recognise and respond appropriately to concerns about pupils.

20.3 A proportional risk based approach will be taken regarding the level of information provided to all temporary staff and volunteers. As a minimum they will be provided with, and will be expected to follow, the child protection/safeguarding summary sheet available separate from this policy.

20.4 Staff who do not have designated responsibility for safeguarding and child protection/safeguarding, including the Headteacher, will receive annual updates and notifications of any necessary changes by email and staff meetings. An outside trainer to hold Safeguarding Training in school at least every three years.

20.5 All staff will have training in preventing radicalisation and extremism ('Prevent') – either by attending a Workshop to Raise Awareness of Prevent (WRAP) or completing an on-line course, followed by a discussion with the DSL. The DSL is the Prevent Lead and will attend WRAP.

20.6 In addition, all staff members will receive regular safeguarding and child protection/safeguarding updates from the DSL as required, but at least annually. This will include learning from local and national serious cases when the learning becomes available.

20.7 When DSLs and Deputies take up the role they will attend enhanced (Level 3) training provided through the LSCB multi-agency course. They must be updated at 2 yearly intervals after that.

20.8 In addition, their knowledge and skills will be updated regularly - at least annually. These individuals are expected to take responsibility for their own learning about safeguarding and child protection by, for example: taking time to read and digest newsletters and relevant research articles; attending training offered by LSCB on matters such as domestic abuse, attachment and child sexual and criminal exploitation; completing on-line training on FGM; attending local DSL forums etc.

20.9 Designated Teachers for Looked-After Children (mandatory for maintained schools and academies) will undertake appropriate training. In BCP this is provided by BCP Virtual School.

20.10 Headteachers and at least one governor will complete safer recruitment training and the school will ensure that at least 1 member of a recruitment panel is safer recruitment trained.

20.11 It is recommended by the LSCB that all governors attend training, briefings or other input which equips them to understand fully and comply with their legal safeguarding duties *as governors*, set out in 'Keeping Children Safe in Education' 2018. Attendance includes those who also work with children and have attended child protection/safeguarding training in that role.

21. Raising concerns about safeguarding practice in our school

21.1 In this school we promote a culture where any staff or volunteers feel able to raise with the Headteacher any concerns about safeguarding or child protection practice.

21.2 Any issues which they have not been able to resolve with the Headteacher should be reported to the governors in the first instance. If the issue relates to the conduct of or allegation against a member of staff, contact should be made with the Local Authority designated officer (also known as the LADO).

21.3 Staff should refer to the school's whistle-blowing policy for more information or can use the NSPCC whistle blowing helpline: 0800 0280285.

22. Information for parents and carers

22.1 At this school we are committed to keeping our pupils safe. Our first priority is your child's welfare and we will usually discuss with you any concerns we have about your child. There might be rare occasions, however, when we must provide information to or consult other agencies such as the MASH team

before we contact you. This will include situations where we judge that to tell you first will or might put your child at risk of significant harm.

23.2 Our responsibilities are set out in this policy. It reflects statutory guidance and the Inter-Agency Safeguarding Procedures, which can be found on the LSCB website.

22.3 If you have any questions about this please speak to the Designated Safeguarding Lead: *Mark Yapp*

23 Contextual Safeguarding

23.1 What is contextual safeguarding?

Safeguarding incidents and or behaviours can be associated with factors outside of school or college and /or can occur between children outside of school. All staff especially the DSL or deputy should consider the context within which such incidents and or behaviour occur. This is contextual safeguarding and means assessments should consider such factors, so it is important that schools 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 context of the abuse.

C. Child Protection/Safeguarding Summary for all Visiting Professionals

As an adult working directly with children in this school you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

It is your responsibility to keep your child protection training up to date; you might be asked for evidence of this.

You must follow the principles of safer working practice, which include use of technology – on no account should you contact or take images of pupils on personal equipment, including your mobile 'phone.

If the behaviour of another adult in the school gives rise to concern you must report it to the Headteacher.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the Deputy/ies who are; Mr Mark Yapp, Miss Lisa Swan, Mrs Alison Curtis, Mrs Sharon Allen.

The following is not an exhaustive list, but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- A pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the DSL or a Deputy for discussion. If you are not happy with the response, you can go direct to the MASH.

If a pupil talks to you about (discloses) sexual or physical abuse you:

- Listen carefully without interruption, particularly if s/he is freely recalling significant events
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- Make it clear you are obliged to pass the information on, but only to those who need to know
- Tell the DSL or Deputy without delay
- Write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Remember – share any concerns, don't keep them to yourself.

Possible Indicators of Abuse

The following information is not designed to turn school staff into experts but it will help them to be more alert to the signs of possible abuse. The examples below are not meant to form an exhaustive list; Designated Safeguarding Leads and other staff will find it helpful to refer to Government advice 'What to do if you are worried about a child being abused' (2015) and the inter-agency safeguarding procedures on the Safeguarding Children Board website.

i) Physical Abuse

Most children will collect cuts and bruises in their daily lives. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which is less likely to have been caused accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or there are differing explanations. A delay in seeking medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be noticeable on children with different skin tones or from different ethnic groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical child abuse can include:

- bruising in children who are not independently mobile
- bruises that are seen away from bony prominences
- bruises to the face, back, stomach, arms, buttocks, ears and hands
- multiple bruises in clusters
- multiple bruises of uniform shape
- bruises that carry the imprint of an implement used, hand marks, fingertips or a belt buckle

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness must be seen promptly by a doctor.

Other physical signs of abuse can include:

- cigarette burns
- adult bite marks
- broken bones
- scalds

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example wearing long sleeves in hot weather
- missing school
- running away from home

ii) Emotional Abuse

Emotional abuse can be difficult to measure, and often children who appear otherwise well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. *Children who live in households where there is domestic violence often suffer emotional abuse.* Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse can include:

- a failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from parents' care
- sudden speech disorders
- developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- neurotic behaviour, e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- self-harm
- fear of parents being approached

iii) Sexual Abuse

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. It is important to remember that children can also be sexually abused by other children (i.e. those under 18)

Usually, in cases of sexual abuse it is the child's behaviour which may cause concern, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to, taken seriously and appropriate action taken promptly.

The physical signs of sexual abuse can include:

- pain or itching in the genital/anal areas
- bruising or bleeding near genital/anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse can include:

- sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- missing school
- running away from home
- sexual knowledge which is beyond their age or developmental level
- sexual drawings or language

- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- alcohol / substance / drug use
- suddenly having unexplained sources of money
- not being allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults or other children

iv) Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children and young people.

The physical signs of neglect can include:

- constant hunger, sometimes stealing food from other children
- being constantly dirty or smelly
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect can include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

It is important that adults in school recognise that providing compensatory care might address the immediate and presenting issue but could cover up or inhibit the recognition of neglect in all aspects of a child's life. Compensatory care is defined as 'providing a child or young person, on a regular basis, help or assistance with basic needs with the aim of redressing deficits in parental care'. This might involve, for example, providing each day a substitute set of clothing because those from home are dirty, or showering a child whose personal hygiene or presentation is such that it is affecting his/her interaction with peers. It does not include isolated or irregular support such as giving lunch money or washing a child who has had an 'accident'. If any adult in school finds s/he is regularly attending to one or more aspects of a child's basic needs then this will prompt a discussion with the Designated Safeguarding Lead.

The general rule is: the younger the child, the higher the risk in terms of their immediate health. However, serious neglect of older children and adolescents is often overlooked, on the assumption that they can care for themselves and have made a 'choice' to neglect themselves. Lack of engagement with services should be a potential indicator of neglect.

School staff should be mindful of the above and discuss any concerns with the

DSL who will take the appropriate action in accordance with the inter-agency neglect guidance on the LSCB website.

Guidance for schools on records made when there are safeguarding or child protection concerns

These guidelines cover

- General principles of keeping safeguarding and child protection records
- What records should be kept
- How records should be made and kept
- How long schools should retain safeguarding/child protection records
- Access to child protection records / information sharing
- Transfer of child protection records

The guidelines reflect and should be read in conjunction with the following documents:

Keeping Children Safe in Education September 2018

Working Together to Safeguard Children 2018

Information Sharing: Practitioners' Guide 2018

LSCB Multi-Agency Child Protection Procedures

Records **Management** Society **Schools** Retention Schedule version 4 2015

Information Commissioner's Office

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

The Education (Pupil Information) (England) Regulations 2005

Data protection (Subject Access Modification) (Education) order 2000 9SI 2000/414)

Repealed by GDPR/DPA 2018. Replaced by DPA 2018, Schedule 3, Exemptions etc. from the GDPR - Health, Social Work, Education and Child Abuse Data. Specifically, Parts 4 & 5 of the schedule.

1. When should a safeguarding/child protection record be created or added to?

- If a member of staff raises a welfare, safeguarding or child protection concern relating to a specific child
- If safeguarding/child protection information is forwarded to the school by a previous education setting. This will include the transition of safeguarding files from early years settings when a child first starts school.
- If the school is alerted by another agency e.g. health, Social Care, police of safeguarding/child protection concerns about a pupil, this would include a domestic abuse alert

- If a parent/carer/another person raises a safeguarding concern about a child
- If a child discloses a safeguarding/child protection allegation against a parent/carer, member of staff, another adult or child
- If the Designated Safeguarding Lead/other staff member provides Early Help services relating to a safeguarding/child protection issue and/or makes a referral to another agency.

2. How should safeguarding/child protection records be kept?

- The school can have either an electronic system, paper filing system or both
- This must permit records to be kept securely and separately from a child's main school file. The child's main file should indicate that there is a separate safeguarding/child protection file
- All records of child protection, child welfare and safeguarding concerns including domestic abuse alerts and MARAC information, disclosures or allegations are to be treated as sensitive information and must be kept together in this file.
- It is the responsibility of the DSL to ensure that records are stored safely. This would be in a locked cabinet in the DSL or other SLT member's office where there are paper files and/or it would be within a secure pass word protected electronic system.
- There must be a clear system known by all staff as to how they record each concern. This may be in an electronic reporting system e.g. My Concern, or use of paper incident of concern form, colour coded paper system
- If there are concerns about more than one child in a family, there will be a separate file for each child
- There should be a 'front sheet' with key information including contact details of parents/carers, social worker, any other relevant professionals. If a child has a Child Protection or Child in Need plan this should be made clear on the front sheet. The front sheet must be kept up to date by the DSL.
- Where a child is Looked after by a Local Authority, information such as parental responsibility, arrangements for contact with birth parents, levels of authority delegated to the carers, name of the virtual school head, the local authority responsible for the child and the name of the social worker, should be included in the 'front sheet'. If it is known that a child was previously looked after, this should also be recorded.

3. What is recorded?

- Factual information
- There must be a chronology which is kept up to date, of significant incidents or events, subsequent actions and outcomes, with accurate dates
- The system must be clear as to who input the information, with signatures (if paper copy) and their role

- Record the child's own words where there has been a disclosure or they have been spoken with about a concern
- In the case of disclosure, the record should also include:
 - as full an account as possible of what the child said;
 - an account of any (TED) questions put to the child;
 - time and place of disclosure;
 - who was present at the time of disclosure, name , job title;
 - the demeanour of the child;
 - what happened to the child at the end of disclosure
 - who was advised of the disclosure and any further actions or decisions
- Where professional opinions are given this must be made clear that it is a professional opinion and you should be able to qualify this with evidence from observation or your professional expertise. You should only offer opinions you are qualified to give e.g. a teacher is not qualified to make any psychiatric or psychological diagnosis.
- Observations such as any indicators of possible neglect
- Conversations with parents/carers about safeguarding/child protection concerns
- Referrals made and conversations held with other agencies or professionals within the school
- Reasons for actions e.g. if not referred to MASH
- Internal actions, plans and referrals
- Descriptions of any injury with completion of a body map
- Be careful of descriptive language and never use prejudicial language
- Any discussion or supervision advice given with any change in plans noted
- Always record as soon as possible and on the same day if it relates to an incident or what a child/parent/other adult has told you

4. What else is kept on the safeguarding/child protection record?

- A copy of referral forms to other agencies
- Minutes from relevant meetings such as Child Protection Conferences, Child in Need meetings and Team Around the Child meetings
- Actions plans e.g. CP plans, CIN plans, TAC plans
- Assessments e.g. CAF's, PEHA tools
- Other safeguarding/child protection information from other agencies
- Records of conversations and communications with parents and professionals
- Emails or other correspondence to and from parents and professionals
- Domestic abuse alerts and information to and from MARAC
- Any other relevant safeguarding/child protection documents

5. Who can have access to safeguarding/child protection records?

- The Designated Safeguarding Lead and deputies

- Other senior staff on a 'need to know' basis only
- Governors are not permitted to access individual child records
- Information should only be shared with other staff and agencies in order to safeguard a child, on a 'need to know' basis in accordance with guidance in Working Together
- Files can be requested by the police as part of an investigation or by the LSCB as part of a Serious case review enquiry for example.
- Parents and pupils can also access files (see section 8)

6. Adopted children

- When starting at school, If the school are told by parents that a child has been adopted this should be recorded on the main school file with the parents permission, in order to be able to give any appropriate support. A separate child protection/safeguarding file is not necessary unless there are additional safeguarding issues as for any other child.
- Some older adopted children will have child protection records as they were initially Looked After Children prior to adoption. During the period when the child is 'placed for adoption' prior to the order being made, any records that contain information that identifies both the birth family and the adoptive family must be classed as highly sensitive and this information should only be shared on a strictly 'need to know' basis.
- Once an order has been made, records should relate only to the adoptive family and not the birth family. Further advice should be sought from the Social worker, family and legal if necessary.

7. Data Protection

- Parents must be advised that safeguarding/child protection files are kept by the school and will be transferred to the next school or kept until the age of 25
- The school should have a statement relating to the above and the fact that Domestic Abuse alerts and MARAC information is routinely received and kept by the school (see LSCB safeguarding policy guidance)

The principles of the Data Protection Act

The principles have changed under the GDPR and the new 2018 Data Protection Act. There are 6 principals which are that Personal Data must be:

1. Processed fairly and lawfully
2. Used for a specified purpose
3. Accurate and kept up to date
4. Adequate and relevant for the purpose
5. Kept no longer than is needed
6. Protected by technical and organisational measures

8. Requests from parents/pupils to view files

- The child who is the subject of a child protection record has a right to access their personal record under the Data Protection Act (2018), unless to do so would affect their health or well-being, or that of another person, or would be likely to prejudice an ongoing criminal investigation.
- Parents (i.e. those with parental responsibility in law) can request to see their child's record. The school should take advice about sharing information with parents as there is no blanket right for a parent to access their child/ren's information under the GDPR/DPA 2018. If a parent makes a request to access the records on a child's behalf, this must be done in writing. See <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-gdpr/what-rights-do-children-have/> for more detailed information.
- If a record is to be shared the school should consider any third party information contained in the record. Any third party information, such as health assessments or social work reports, is the property of the original agency. Schools should seek permission from these third parties before releasing their information to the child or parent.
- The school has 30 calendar days to respond. See <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> for more detailed information.
- Where requests are in any way complex e.g. a child expresses their concern about access by a parent, further legal or data protection advice should be sought by the school/college before proceeding.

9. How long should the safeguarding/child protection record be kept?

- The school should retain the record for as long as the pupil remains at the school
- If the pupil transfers to another school/college, the school must transfer the child protection file to the next school as set out below
- If the pupil is removed from the roll to be home educated, the school must notify the Local Authority who will advise as to what to do with the safeguarding/child protection file.
- A record of the date and person to whom the record was sent, must be retained
- When a child is of school leaving age the last school/college must retain the safeguarding/child protection records until the pupils 25th birthday (Records Management Society Version 4, 2015)
- The independent Inquiry into child Sexual Abuse has instructed relevant organisations, including schools and colleges, that they should not destroy, for the foreseeable future, any of their records that could potentially come within the scope of the inquiry (i.e. any records relating to sexual abuse)

10. Transfer of records

Dual registered pupils

- Where a pupil is on roll at a school and also attending a Learning Centre (LC)/Alternative Provision, the chronology and other relevant information in the child protection file should be copied and passed to the DSL at the learning centre. The two DSLs should agree on who will keep the chronology updated and how best to communicate to each other significant events and issues in relation to that pupil. The schools placing the child with an alternative provision continues to be responsible for the safeguarding of that pupil (KCSIE 178)

Changing or leaving school

- When a pupil transfers from one school to another, their child protection/safeguarding record (if any) should be forwarded to the new school without delay. Care must be taken to ensure confidentiality is maintained and the transfer process is as secure and as safe as possible. It should be sent separately from their main pupil file.
- The DSL should contact the DSL of the receiving school by phone, to ensure that they are aware of the file(s), inform the school that they are being transferred and to arrange the transfer details.
- The DSL should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving, to enable the new school/college to offer continuing support when the child arrives. (KCSIE 80)
- Whenever possible the original records should be delivered by hand. If this is not practical recorded delivery can be used. The package should be addressed to the receiving DSL and clearly marked as confidential.
- A 'Transfer of Records' form must be included with the files (or securely emailed to the DSL at the receiving school). This is completed by the receiving school and returned to the DSL of the originating school. This form (or email equivalent) should request the following:
 - The name of the school and of the Headteacher / Principal of the receiving school
 - The date when the child protection records were received and how e.g. by hand, post or electronically
 - The name and position of the person receiving the records
 - The signature (where possible) of the person receiving the records.

- If the transfer required is out of area and/or when the records cannot be delivered by hand, a secure copy of the child protection file that is being transferred should be kept. Once you have received confirmation that the records have arrived at the destination then the copy must be securely destroyed.
- The originating school must keep a record for **6 years** of the receipt confirmation and of the date when the copy of the records were destroyed (Records Management Society Guidance).
- If there are known to be safeguarding/child protection concerns, and the records do not arrive **within five working days**, the DSL should contact the DSL/Headteacher to formally request the records. If they still do not arrive within **a further five working days**, please contact the Education Safeguarding Advisor at the Local Authority.
- If a pupil with a child protection/safeguarding record leaves your school without a forwarding address (for home and new school) and no contact is received from the new school, the DSL must inform the Local Authority Child Missing Education officer, without delay as per local procedures. Enquiries to locate the child will be made as soon as this notification is received. If there is reason to suspect the pupil is suffering harm then the DSL will refer to the MASH in the usual way.
- If a child arrives at the school before records arrive and you are aware of a previous safeguarding history from the outset or concerns have been raised since arrival, contact the DSL of the previous school to discuss the case immediately. (A safeguarding file may not have been passed on).
- Electronic files must not be transferred electronically to other schools unless there is a secure system in place (GCSX, or encryption software such as Clearswift, Ironport, cisco etc.) When the receipt has been returned by the new school, to confirm that the file has been received, the computer record should be deleted by the sending school. If a secure electronic transfer system does not exist, then the entire file should be printed, linked with other paper documentation such as conference minutes and transferred as described above for a paper version.

Transferring information to further education colleges

- At the start of the academic year, DSLs at FE Colleges will request any relevant information from all schools previously attended by the newly enrolled students who will be under 18 at the time of transfer. Secondary school DSLs should disclose all relevant child protection/safeguarding information to the FE College. This will include if a young person is in care/looked after, has been the subject of a child protection plan, or is assessed as posing a risk to themselves or others etc. Safeguarding information should transfer as for any other young person in full time education in a school, while they are under 18.

Are there any circumstances in which you can retain safeguarding records once a child has left your school?

- Data will usually only be kept on a 'need to know' basis and therefore it would be usual to transfer all data once the child has left the establishment as there is ordinarily no longer a 'need to know'.
- There may be some exceptions to this e.g. if the school are actively involved in court proceedings such as care proceedings at the time of transfer or there is an ongoing complaint or allegation made against a member of staff in relation to child protection, child welfare or safeguarding issues. In these circumstance based on the 'need to know' principle it would be appropriate to keep a copy of relevant documents until these matters are brought to a close. After which time they should be destroyed securely both hard copies and electronic files. Wherever possible this should be with legal advice.

Are there exceptions to all safeguarding information being transferred?

- Ordinarily it is usual to transfer all information which has been kept in a child protection/safeguarding file.
- Most of this information should be known to parents with clear statements in school safeguarding policies and brought to the attention of parents/carers at the time when recording is made, that this will happen. This will include domestic abuse alerts, referrals to Early help services, details of early help services provided within the school etc. as well as recording relating to child protection (section 47)
- There may be some rare exceptions to this position e.g. if a domestic abuse alert was received in year 1 or some concerns were raised by the class teacher which were monitored for the year but led to no further action or concerns and the child transfers in year 6/7 and there has been no other information/concern received, the data controller (school) DSL/Head teacher will need to take a decision about whether it is still relevant to the child's welfare. If challenged by a parent the school will need to justify their decision to transfer. However if information is not transferred the reasons for this must be recorded and the DSL/HT satisfied that they could justify this should there later be a challenge.