

# Netherleigh and Rossefield School

## Safeguarding Policy

June 2017

*Next due for review: September 2017*

The purpose of Netherleigh and Rossefield School's ("the School") Safeguarding Policy is:

- to ensure that the school's commitment to acting in the best interests of every child is implemented in practice;
- to outline the school's procedures for identifying, managing and referring concerns about children in need and/or at risk
- to ensure that safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.

The Safeguarding Policy is a cornerstone of the School's comprehensive approach to keeping our children safe, and should be read alongside the following policies:

- Supervision of Pupils
- Educational Visits
- Staff Handbook and Code of Conduct

The Staff Handbook and Code of Conduct can be accessed on the school website (<http://www.netherleighandrossefieldschool.com/Documents/Staff%20Handbook%20and%20Code%20of%20Conduct.pdf> )

- Safer Recruitment
- Behaviour
- Anti-bullying
- E-Safety
- Whistleblowing
- Mobile Phone and Camera Policy
- Mobile Phone and Camera Policy: Early Years Foundation Stage

### 1. Introduction

The School fully recognises the part that it can play in safeguarding and promoting the health, safety and welfare of the young people entrusted to its care. The School will safeguard and promote the welfare of children who are pupils at the School, in compliance with the guidance issued by HM Government: *Keeping Children Safe in Education (September 2016)* and *Working Together to Safeguard Children (March 2015): A guide to inter-agency working to safeguard and promote the welfare of children (March 2015)*; *Revised Prevent Duty Guidance: for England and Wales (July 2015)*; *Mandatory reporting of female genital mutilation: procedural information (October 2015)*. The policy is compliant with *The Education (Independent Schools Standards) Regulations 2014*.

The School works closely with the Bradford Safeguarding Children's Board (BSCB) which provides training and other support. BSCB and the School follow the code of practice set out in the West Yorkshire Consortium of Safeguarding Children's Boards' Procedures Manual available at <http://westyorkscb.proceduresonline.com>

Safeguarding at the School has three main elements:

- *Prevention* - through the promotion of a positive School atmosphere and the provision

- of careful and vigilant teaching and pastoral support;
- *Protection* - by following agreed procedures and ensuring that all employees are appropriately recruited and then trained and supported to respond sensitively to child protection concerns; and
- *Support* - for all those pupils who may have been abused.

This policy applies to all employees and volunteers working in the School as well as the Proprietors. The School recognises that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult will help to protect its pupils against potential abuse.

The School will therefore:

- continue to maintain an ethos in which young people feel secure and know that their concerns will be taken seriously;
- ensure that the pupils know that there are adults in School who can be approached if they are worried or are in any kind of difficulty; and
- help the pupils to gain an awareness of the issues involved and promote their own safety,

## **2. Roles and responsibilities**

Child protection is the responsibility of all adults, especially those who work with young people.

All employees at the School are expected to comply with the Code of Conduct.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college employees are particularly important as they are in a position to identify concerns early, provide help for children and prevent concerns from escalating. Schools and their employees form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children 2015*. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

All schools are required to have a Named Person with safeguarding responsibilities known as the Designated Safeguarding Lead (DSL.)

**Richard McIntosh (Headmaster) is the Designated Safeguarding Lead (DSL) which includes being the DSL for The Early Years.**

**Los Partington (Head of Early Years) is the Deputy DSL.**

**Mary Midgley (Proprietor) has also participated in the relevant training for assuming the role of DSL, having held this role prior to the appointment of Richard McIntosh as Headmaster. Mary Midgley therefore assumes the role of 'board level lead' to ensure that the proprietors ensure all safeguarding responsibilities are being fulfilled and that the DSL and Deputy DSL are accountable for their performance in these roles.**

After the DSL leads the annual review of the Safeguarding Policy, the updated policy is submitted to the board level lead. The board level lead reads and reviews the updated Safeguarding Policy and confirms that this updated version is fully compliant with most recent legislation, as well as the requirements of Paragraph 7 of the Independent School Standards Regulations.

The DSLs have special responsibilities to:

- foster a School culture that places the safety and well-being of pupils at the centre of

everything that the School does, including coordinating early help arrangements and working in tandem with external agencies;

- review the Safeguarding Policy annually;
- put relevant and timely training in place for all employees, including volunteers;
- deal with reports of child abuse and complaints against employees, volunteers and Proprietors by children;
- keep records of child protection issues and cases;
- make referrals to child protection agencies such as the BSCB and DBS, and to the Local Authority Designated Officer (LADO), where appropriate;
- work with the School Secretary to ensure that appropriate child protection checks and procedures apply to all employee employed by the School and other organisations working on the School site (e.g. contractors) or on another site (e.g. on educational visits);
- encourage a climate where employees feel secure to share concerns (see Whistleblowing Policy); and
- guarantee that any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Employees, volunteers, Proprietors and pupils, must act to share their concerns with a DSL if:

- they have a suspicion that a child is being abused or is at risk of being abused;
- there is evidence that a child is being abused; and
- a complaint is made by a child against a member of the School.

The *Teachers' Standards (updated June 2013)* state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All School employees have a responsibility to provide a safe environment in which children can learn.

All School employees have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All employees then have a responsibility to take appropriate action, working with other services as needed. In addition to working with the DSL, employees should be aware that they may be asked to support social workers to take decisions about individual children.

Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm but are at immediate risk.

The DSL keeps a full record of the reports and makes referrals to child protection agencies as necessary.

Whilst the DSL has a formal responsibility to make referrals, **any employee can make a referral.**

The Proprietors must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times.

The Proprietors should ensure that the School contributes to inter-agency working in line with statutory guidance *Working Together to Safeguard Children 2015*. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child

protection plans. The School should allow access for children's social care from the local authority.

The Proprietors should ensure that their safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Board (LSCB). Section 10 of the Children Act 2004 requires a local authority to make arrangements to promote co-operation between itself and its relevant partners and other organisations who are engaged in activities relating to children. Under section 14B of the Children Act 2004 the LSCB can require a school or college to supply information in order to perform its functions; this must be complied with.

The Proprietors should ensure that one of them liaises with the designated officer(s) from the relevant local authority and partner agencies in the event of allegations of abuse made against the Head (DSL.) In the event of allegations of abuse being made against the Head, those allegations should be reported directly to the Proprietors.

### **3. Definition of child abuse**

Safeguarding and promoting the welfare of children is defined by DfE guidance 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 term 'children' includes everyone under the age of 18 years.

The term "child abuse" is used to describe a range of ways in which people (usually adults) harm children. This harm can be in the form of physical injury, sexual or emotional abuse or neglect (failing to take steps to protect a child). Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. They may be abused by an adult or adults or another child or children. Points to note:

- children can suffer from one or a combination of these forms of abuse;
- abuse can take place at home, at School or anywhere where children spend time;
- it can happen to children and young people of any age, sex, ethnicity, sexual orientation or disability; and
- in almost all cases, the abuser is someone known to (and often trusted by) the child such as a parent, carer, teacher, relative or friend.
- children who have Special Education Needs and/or Disabilities (SEND) are particularly vulnerable to the possibility of child abuse.

The following definitions of forms of abuse are taken from BSCB publications and *Working Together to Safeguard Children (2015)*. It is important to note that many of the signs listed under indicators of abuse could have other explanations and do not represent firm proof that abuse is taking place.

#### **3.1 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or

- preventing the child from participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **3.2 Indicators of emotional abuse**

- Physical, mental and emotional development lags
- Admission to punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug or solvent abuse
- Running away
- Compulsive stealing or scavenging.

### **3.3 Neglect**

The persistent failure to provide a child's basic physical and/or psychological needs is likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical or emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); and
- ensure access to appropriate medical care or treatment.

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

### **3.4 Indicators of neglect**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour (e.g., rocking, hair twisting, thumb sucking)
- No social relationships
- Running away

- Compulsive stealing or scavenging.

### **3.5 Sexual abuse**

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

### **3.6 Indicators of sexual abuse**

- Sudden changes in behaviour or School performance
- Displays of affection in a sexual way inappropriate to age
- Tendency to cling or need constant reassurance
- Tendency to cry easily
- Regression to younger behaviour (e.g. thumb sucking, acting like a baby, playing with discarded toys)
- Complaints of genital itching or pain
- Distrust of a family adult, or anxiety about being left with a relative, baby-sitter or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Wetting, day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and venereal disease
- Anorexia or bulimia
- Self-mutilation, attempted suicide, frequently running away
- Unexplained pregnancy
- Fear of undressing for gym
- Phobias or panic attacks.

### **3.7 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.

### **3.8 Indicators of physical abuse**

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive

- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away.

### **3.9 Child sexual exploitation**

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

In the event any concern is raised about this issue, further guidance can be obtained from the DfE publication *'What to do if you suspect a child is being sexually exploited' 2012*.

### **3.10 Female Genital Mutilation**

The School is aware that some children in the UK are currently at risk with respect to Female Genital Mutilation (FGM).

Victims of FGM are most likely to come from a community that is known to practise FGM. The School is alert to the possibility of girls being at risk of FGM, in particular between those individuals aged 5-8 whose mother or older sister have themselves been victims of FGM. The abuse may happen in the UK but very often occurs overseas in the family's country of origin during School holidays and employees must be vigilant in this respect.

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

Employees need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

#### **Indicators**

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, particularly Chapter 9 of those Guidelines (pp 42-44) which focuses on the role of schools and colleges.

Potential victims may be heard to talk about 'a special procedure' or 'becoming a woman' and

these are regarded as warning signs and grounds for early intervention and/or referral.

The School also looks out for signs that FGM has already occurred including discomfort, difficulty in walking and standing, spending longer in the toilet/bathroom, menstrual and/or stomach problems, changes in patterns of behaviour and increased absence.

### **Actions**

If employees have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. **Mandatory reporting commenced in October 2015.** Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police.

### **Mandatory reporting duty**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

The mandatory reporting duty commenced in October 2015. Teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the School's DSL and involve children's social care as appropriate.

## **4.0 Radicalisation**

Protecting children from the risk of radicalisation should be seen as part of the School's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to a young person's vulnerability such as the influence of family members, friends or online contacts, or a young person may have specific needs for which an extremist or terrorist group appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, employees should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School employees should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately, if they have concerns, by making a referral to the DSL or directly to the Channel programme. **Richard McIntosh (DSL/Headmaster) has completed Prevent Training Programme (Bradford District Council) and all staff members have completed training in the Channel programme (College of Policing.)**

These issues must be brought to the attention of all employees, so that they can be vigilant with respect to the threats of extremism and radicalisation, through regular training and as part of their induction process.



## 4.1 Prevent

From 1 July 2015 specified authorities, including all schools, are subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. Section 29 of the CTSA 2015 sets out "the Prevent guidance". Paragraphs 57-76 of this guidance are concerned specifically with schools.

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, employee training and IT policies.

- Risk assessment: schools are expected to assess the risk of children being drawn into terrorism, or exposed to extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area, and having a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalisation.
- Working in partnership: schools should build on existing local partnership arrangements, e.g. by ensuring that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- Employee training: schools must equip employees to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of employees in the light of their assessment of the risk to pupils at the School of being drawn into terrorism. Every school should ensure that the DSL has undertaken Prevent awareness training and is able to provide advice and support to other employees on protecting children from the risk of radicalisation.
- IT policies: schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Suitable filtering must be put in place, and pupils must be taught about online safety more generally.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

**The Headmaster (DSL) has undertaken Prevent awareness training and subsequently disseminated the key points to all members of staff.**

**Bradford MDC Prevent Co-ordinator - Michael Churley: 01274 432816**

## 4.2 Channel

School employees should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

**All members of staff at Netherleigh and Rossefield have completed the Channel General Awareness Module.**

## 4.3 Peer to Peer Abuse

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the School's anti-bullying procedures where necessary. However, there will be occasions when a pupil's behaviour warrants a response under child protection rather than anti-bullying procedures. Peer on peer abuse can include: sexual bullying at school; being coerced to send sexual images; physical and sexual assaults and violence; child sexual exploitation and teenage relationship abuse. Gang-affected young women are particularly vulnerable to being sexually exploited for protection, status, drugs or money.

The School takes peer on peer abuse seriously and all staff are clear that peer on peer abuse should not be passed off as "part of growing up" or "banter". The School has put in place safeguards to reduce the likelihood of peer on peer allegations and is alert to the indicators of abuse. Incidents of peer on peer abuse will be dealt in line with the normal School safeguarding procedures.

In dealing with peer on peer abuse, the School recognises: that peer on peer abuse often occurs in the same school or neighbourhood, thus it is important any response takes account of how a network of peer relationships is affected; the relationship between sexual exploitation, serious youth violence, and teenage relationship abuse, and the need to ensure it is recognised when young people are experiencing multiple forms of abuse; that young people who have experienced abuse and exploitation can also be groomed to abuse their peers, requiring a much more holistic approach to safeguarding; that different gender issues can be prevalent; that peer on peer abuse can be influenced by the nature of the environments in which young people spend their time (e.g. exposure to violence on the streets, exposure to harmful social norms related to gender, relationships and consent); that peer on peer abuse hinges upon young people's experiences of power, and ultimately the notion of consent (while young people who abuse their peers have power over the young person they are harming, they may be simultaneously powerless in relation to some peers who are encouraging their behaviour or in the home where they are being abused).

The School also recognises that an alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children. Any decision on action in respect of the alleged perpetrator must be based on the risk they pose to other children and what can be done to minimise this risk. Assessment of an alleged perpetrator's needs will include consideration of: the nature, extent and context of the abusive behaviours; the young person's development and family and social circumstances; whether the young person appears to pose a continuing risk and, if so - who is likely to be at risk from him/her, and the nature and degree of the risk; the young person's need for services, both those which relate to his/her harmful behaviour and other significant needs; whether the young person is also at risk of significant harm and should be the subject of a child protection conference; and whether action is to be taken within the criminal justice system. Appropriate action, recording, referring and support will be put in place in line with the usual safeguarding procedures

### **Peer to Peer Abuse: Sexting – Specific Guidance**

There are a number of definitions of sexting but, for the purposes of this policy, sexting is simply defined as images or videos generated by children under the age of 18, or of children under the age of 18, that are of a sexual nature or are indecent. These images are shared between young people and/or adults via a mobile phone, handheld device or website with people they may not even know. Sexting may be categorised as: Aggravated incidents of sexting involving criminal or abusive elements beyond the creation of an image. These include further elements, adult involvement or criminal or abusive behaviour by minors such as sexual abuse, extortion, threats, malicious conduct arising from personal conflicts, or creation or sending or showing of images without the knowledge or against the will of a

minor who was pictured. Experimental incidents of sexting involve youths taking pictures of themselves to share with established boy or girlfriends, to create romantic interest in other youth, or for reasons such as attention seeking. There is no criminal element (and certainly no criminal intent) beyond the creation and sending of the images and no apparent malice or lack of willing participation.

Young people involved in sharing sexual videos and pictures may be committing a criminal offence. Specifically, crimes involving indecent photographs (including pseudo images) of a person under 18 years of age fall under Section 1 of the Protection of Children Act 1978 and Section 160 Criminal Justice Act 1988. Under this legislation it is a crime to: take an indecent photograph or allow an indecent photograph to be taken; make an indecent photograph (this includes downloading or opening an image that has been sent via email); distribute or show such an image; possess with the intention of distributing images; advertise; and possess such images.

Incidents of sexting will be dealt in line with the normal School safeguarding procedures. In responding to a disclosure regarding sexting, the School will consider: Is the pupil making a disclosure about receiving an image, sending an image or sharing an image? What sort of image is it? Is it potentially illegal or is it inappropriate? How widely has the image been shared and is the device in their possession? Is it a school device or a personal device? Are there other pupils and/or young people involved? Do they know where the image has ended up? In line with the revised Education Act 2011 and the Powers of Search Policy, the School may examine, confiscate and securely store a device if there is reason to believe it contains indecent images or extreme pornography. The School will not search a mobile device even in response to an allegation or disclosure if this is likely to cause additional stress to the pupil/young person unless there is clear evidence to suggest that there is an immediate problem. If any illegal images of a child are found, the school will consider whether to inform the police. As a general rule it will almost always be proportionate to refer any incident involving "aggravated" sharing of images to the police, whereas purely "experimental" conduct may proportionately be dealt with without such referral, most particularly if it involves the child sharing images of themselves.

Any conduct involving, or possibly involving, the knowledge or participation of adults should always be referred to the police. If an "experimental" incident is not referred to the police, the reasons for this should be recorded in writing. In making a decision to refer, the School will take into a range of factors such as the age of the victim, the level of coercion involved and the degree of nudity in the images. If the image has been shared across a personal mobile device, the School: will confiscate and secure the device(s); will not view the image unless there is a clear reason to do so; will not send, share or save the image anywhere; will not allow pupils to view, send, share or save the image. If the image has been shared across a school network, a website or a social network, the School: will block the network to all users and isolate the image; will not send or print the image; will not move the material from one place to another; will not view the image unless there is a clear reason to do so. The School will never print an image as evidence. Appropriate action, recording, referring and support will be put in place in line with the usual safeguarding procedures.

## **5. Children who go missing**

The School's 'Missing Pupil Procedure' can be found in the Supervision of Pupils Policy.

The School will enter pupils on the admission register at the beginning of the first day on which the School has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the School will establish the child's whereabouts and notify Bradford LA at the earliest opportunity.

The School will monitor pupils' attendance through the daily register. If a School-age child has missed ten school days or more without permission, or has an average attendance below 90%, the School will inform Bradford LA. The School will monitor attendance closely and address poor or irregular attendance. Where a pupil has not returned to School for ten days after an authorised absence, or is absent from School without authorisation for twenty consecutive school days, the pupil will be removed from the admission register when the School and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the School does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

The school will also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. Independent schools have a safeguarding duty in respect of their pupils, and as part of this the School will investigate any unexplained absences. It is therefore vital that the School's admission register is accurate and kept up to date. The School will regularly encourage parents to inform them of any changes whenever they occur, through existing communication channels such as newsletters and text messages. This will assist both the School and local authority when making enquiries to locate children missing education.

Where a parent notifies School that a pupil will live at another address, the School will record in the admission register:

- a. the full name of the parent with whom the pupil will live;
- b. the new address; and
- c. the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a different school in future, the School will record in the admission register:

- a. the name of the new school; and
- b. the date when the pupil first attended or is due to start attending that school.

The School will notify Bradford LA when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided. Where the School notifies Bradford LA that a pupil's name is to be removed from the admission register, the School will provide the local authority with:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in regulation 8 under which the pupil's name is to be removed from the admission register

The School will notify Bradford LA within five days when a pupil's name is added to the admission register at a non-standard transition point. The School will provide Bradford LA with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – during Nursery or at the start of Reception – unless Bradford LA requests for such information to be provided.

## **6. Teaching children how to keep safe**

The School's approach to teaching children how to keep safe online is detailed in several policies, which should all be read in conjunction with the Safeguarding Policy. The E-Safety Policy outlines how the children are taught about being safe online, and details the whole school approach to E-Safety. The Anti-Bullying policy and Personal, Social, Health and Economic Education & Citizenship (PSHEEC) policy outline how children in school are taught how to keep safe through curriculum provision and are encouraged to feel safe through the procedures implemented in school.

## **7. Training and support**

All employees, volunteers and Proprietors must receive regular child protection training, and are required to read Part 1 and Annex A of *Keeping Children Safe in Education (September 2016)*. All have signed documentation to prove that this is the case. Where this document is updated, all existing staff must be updated.

The DSL and Deputy DSL will update their child protection training every 2 years. This includes local inter-agency working protocols and training in the BSCB's approach to safeguarding practices.

All new employees and volunteers undergo a child protection induction.

Regular safeguarding updates are given to all employees, volunteers and proprietors on a regular basis throughout the academic year. These updates take various forms, including staff briefings; online training courses; CPD training in school and circulated emails and memos.

## **8. Professional confidentiality**

Confidentiality is essential when dealing with child protection issues. However, professionals can only work together to safeguard children if there is an exchange of relevant information between them. Normally, personal information should only be disclosed to third parties with the consent of the subject of that information. In some circumstances, obtaining consent may not be possible nor in the best interests of the child and the law permits the disclosure of confidential information necessary to safeguard children without consent.

## **9. Records and monitoring**

Well-kept records are essential to good child protection practice. The School will record its concerns and be ready to share them with other agencies as appropriate. All of the School's records are kept in a manner which ensures compliance with the Data Protection Act 1998.

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Headmaster (DSL) and Deputy DSL. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection: Confidential – For attention of Designated Safeguarding Lead.' If the child goes missing from education or is removed from roll to be educated at home, then any Child Protection file should be copied and the copy sent to the local authority. Original copies will be retained until the child's 25<sup>th</sup> birthday.

**(For more information on the school's procedures in this matter, see 'Appendix 4 - Further information on a Child Missing from Education')**

## **10. Recruitment**

When recruiting employees to work at the School, the School will ensure that it operates safe recruitment procedures (including Disclosure and Barring Service ("DBS") checks and complies with Independent School Standards Regulations) as described in the Safer Recruitment Policy.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of employees will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children;
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

In addition employees are required to complete the school's Disqualification Declaration form, and to complete a Disqualification Declaration by Association form in respect of anyone living in their household. The form consists of a series of questions relating to criteria set out in The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. This will be done on an annual basis and upon appointment. Individuals are required to notify the School immediately of any change(s) in circumstances.

## **11. Close, one-to-one, supervision of pupils**

Close, one-to-one, supervision of pupils, for example in specialist music and sports provision, is carefully managed at the School and employees and volunteers are aware of the risks involved. The School's Code of Safe Practice states that employees will:

- avoid arranging to meet a pupil in a remote or secluded part of the School;
- ensure that there is a visual access and/or an open door;
- ensure that there are other employees around or at least aware of a meeting;
- not use "Do not Disturb" or equivalent signs;
- arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference; and
- not arrange meetings with pupils away from the School premises, except with the approval of the parent and Headmaster or Deputy Head.

## **12. Responding to disclosure by pupils**

Employees have a vital role in both the prevention and detection of abuse, and may well be the first to observe that a child has started to behave atypically. Employees may be the ones the abused child turns to for help. It is essential that all employees of the School are aware of the procedures adopted by the School and who should be informed when disclosures are made.

Employees are reminded that it is not their task to identify abuse. The correct identification of abuse is a highly complex task and is the remit of other professional agencies to which employees will refer.

Children trust and depend on adults to protect and safeguard them from harm. It is the

responsibility of adults who come into contact with children on a daily basis, to report any suspicions or evidence of abuse which may have occurred or is occurring to a young person, whether it is outside or inside the School.

Many of the children that employees might come into contact with may exhibit one or more of the indicators outlined above at some stage in their School career and it is extremely important that whilst being vigilant colleagues assume nothing and do not jump to conclusions. If any employee of the School has any concerns or is in any doubt then they must inform the DSL immediately.

The School recognises that abuse may be perpetrated by adults and by other children. If there is reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm that may warrant an early intervention or a referral, then all the children involved, whether perpetrator or victim, will be treated as 'at risk'.

## **12.1 Managing disclosures**

It can take a great deal of courage for a child to talk to an adult about their abuse because the child is 'telling on' someone more powerful than they are. The child may have to betray a person who is not only close to them but also loved by them and they are risking a great deal in the hope that the adult will believe what they say.

Helpful responses:

- remain calm, approachable and receptive and do not pre-judge;
- listen carefully, without interrupting;
- take the situation seriously;
- acknowledge the courage and good sense being shown;
- reassure the child that they are right to tell the adult and that they should not feel guilty;
- make it clear that the adult is sorry that this has happened;
- let them know that the adult is going to do everything they can to help; and
- explain what may happen as a result of the disclosure.

What to avoid if a disclosure is made:

- do not allow shock or distaste to show;
- do not probe for more information than is offered;
- do not question the child or attempt to counsel the child;
- do not speculate or make assumptions;
- do not make negative comments about the alleged abuser;
- do not make promises that cannot be kept (e.g. by saying "everything will be all right"); and
- do not agree to keep the information a secret. Make sure that the child knows that the information will be passed on to the DSL.

What to do next:

- immediately make a careful record of what has been said, using the child's actual words wherever possible (not an interpretation of them). If opinions are recorded, then ensure that these cannot be confused with facts;
- immediately contact the DSL. If unavailable, contact the Deputy DSL. They will make a decision based on the report, judging whether or not the issue should be referred to outside agencies;
- for protection, colleagues who are reporting abuse or suspected abuse must record the fact that they have reported the situation to the DSL in writing (an email to a DSL would suffice); and
- remain caring and supportive to the child.

### **Action by the DSL (or Deputy DSL in their absence) :**

Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child.
- making an enquiry to find out if the child is subject to a CP Plan;
- discussing the matter with other agencies involved with the family (if any)
- consulting with appropriate persons, e.g. Safeguarding Advisor and/or Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents;
- whether to make a child protection referral to Social Care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

**OR**

- not to make a referral at this stage;
- talk with parents/young person;
- seek advice from professionals working with the family, to establish whether any agency would consider it beneficial to call a Team Around the Child Meeting;
- if further monitoring is necessary;
- if it would be appropriate to undertake an assessment (e.g. Common Assessment Framework and/or make a referral for other services

Note:

- **in exceptional circumstances, where employees fear for the immediate safety of a child, they must contact the police or social services department (Bradford's Children's Social Care Initial Contact Point, or Emergency Duty Team – see telephone numbers in Appendix 2)** stating that they are making a child protection referral. When this has been done, they should follow the normal procedures as laid down in the School's child protection policy; and
- if an employee has any doubts about making a report, they should consider the possible consequences of not reporting for both the child and the employee. Not to report may be construed as neglect of care and therefore itself may constitute abuse.

If an employee becomes worried about a child's behaviour or injuries, but the child says nothing to suggest that they are being abused, the employee should:

- be available and be prepared to listen;
- discuss their concerns with the DSL; and
- not rely on someone else to take action.

The employee's role is to:

- be vigilant and responsible;
- report accurately and carefully to the DSL; and
- support the child by being caring.

## **12.2 Referrals: gaining consent**

DSLs are required to consider in each individual case whether it is possible to ask the consent of the parent before making a referral to social services. In many child protection cases the DSL may decide that it is not appropriate to ask the parents' consent before making a referral.



Listed below is a set of circumstances where it has been agreed by the local Area Child Protection Committee (ACPC) that a professional may dispense with parental consent.

- If seeking consent places the child at risk of "Significant Harm".
- When the referring agency has made a professional judgement that a child is at risk of "Significant Harm", and that seeking consent or the refusal of consent is likely to increase the risks to the child, or potentially compromise a child protection investigation.
- To prevent a crime or aid its detection.
- When an authorised worker from a child protection agency wishes to check the "Child Protection Register" where there are child protection concerns.
- Where professional judgement indicates the need to share information to build up a picture, to which may indicate that a child is at risk of "Significant Harm".

Where a DSL makes a referral without gaining consent of the parent, the reason for not doing so should be recorded on the Child Protection Common Referral Form.

If a DSL decides not to ask the consent of the parent for one of the above reasons, the DSL must consider whether it is safe and appropriate to tell the parent that a referral will be made. It is the general view across all ACPC agencies that professionals should tell the parent.

However, exceptions to this rule are where a child has disclosed child sexual abuse, where there is a suspected danger of forced marriage, in possible cases of fabricated illness dependency and if more than one adult is implicated in the abuse. In these instances, the DSL should seek advice from the child protection unit before speaking to parents.

**Parental consent is not a requirement for a referral to be made. The welfare, health and safety of the child is the absolute priority.**

### **13. Allegations of abuse against employees and volunteers**

Managing allegations of abuse is one of the most difficult tasks that schools have to face. A child may be permanently damaged, and the damage may be compounded, if complaints of abuse are not believed. However, some allegations which are made appear on investigation to be without foundation. Although the Children Act 1989 established that the interests of the child are paramount, the School's procedures must aim to strike a balance between the need to protect children from abuse, and the need to protect employees from false or unfounded allegations. To this end, the School's procedures must be, and be seen to be, fair and effective.

The DSLs have responsibility for liaising with BCSB and other agencies including Bradford's Children's Social Care Initial Contact Point, Children's Safeguarding and Reviewing Unit Consultation Services and Education Social Work Service.

Allegations against employees and volunteers should be made to an appropriate DSL who will share the allegation with the Headmaster. In the absence of an appropriate DSL, or if the allegation involves one or more of the DSLs, colleagues should contact the Head directly.

Clear consideration is needed to manage cases of allegations that might indicate that a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or

- behaved towards a child or children in a way that indicates that they would pose a risk of harm to children.

Allegations against a teacher who is no longer teaching should be referred to the police. Historical allegations of abuse should also be referred to the police.

The School has a duty of care to its employees. The School should ensure that effective support is provided for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other employee or volunteer in the School is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

### **13.1 When an allegation is made**

Concerns may be raised with employees through a direct disclosure by a pupil or indirectly through their work or via friends. A parent may approach the School directly, or may contact social services or the police. An anonymous report will be acted on, but this fact will be kept in mind when considering the context of the allegation.

When an allegation is made, the DSL will establish in writing the general nature of the allegation including what is alleged to have happened, where and when the incident is alleged to have occurred, who was involved and whether there were any others present. At this stage, no attempt will be made to determine the truth or otherwise of the allegation by investigating the incident as this may jeopardise any subsequent investigations by external agencies.

Immediate contact will be made with the DO to discuss the allegation, consider the nature, content and context of the allegation and to agree a course of action.

### **13.2 Initial assessment**

When making the initial assessment, the context in which the alleged incident occurred may provide important information. This includes: the conduct of employees (e.g. previous concerns, past disciplinary action, exemplary professional behaviour), the conduct of the pupil (e.g. record of behaviour and any previous allegations made), any special circumstances (e.g. family problems or special needs), and the perspective of the person making the allegation. A trivial allegation does not have to result in a child protection referral, but the danger is that what may appear to be trivial to employees may be significant to the pupil and may still constitute an assault.

There are three possible outcomes of the initial assessment:

- where it is clear that the pupil has suffered, is suffering or is likely to suffer significant harm or has alleged that a criminal offence has been committed, a referral will be made and the police may carry out a criminal investigation;
- the allegation, whilst not in the first category, represents inappropriate or poor practice by an employee that needs to be dealt with by the School's disciplinary procedures; and
- the immediate circumstances show that it is not possible for the allegation to be true.

Some rare allegations will be so serious that they require immediate intervention by children's social care services and/or the police. The DSL(s) should be informed of all allegations that come to the school's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

The following definitions should be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation; and
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

In the first instance, the Head (DSL, or where the Head is the subject of an allegation, the Proprietor (the 'case manager') and Deputy DSL should immediately discuss the allegation with the DSL. The purpose of an initial discussion is for the DSL / case manager to consider the nature, content and context of the allegation and agree a course of action. The DSL may ask the case manager to provide or obtain relevant additional information, such as previous history, whether the child or their family have made similar allegations previously and the individual's current contact with children. There may be situations when the case manager will want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, the case manager should discuss the allegations with the DSL in order to help determine whether police involvement is necessary.

The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern; in which case this decision and a justification for it should be recorded by both the case manager and the DSL, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager should then consider with the DSL what action should follow both in respect of the individual and those who made the initial allegation.

The case manager should inform the accused person about the allegation as soon as possible after consulting the DSL. It is extremely important that the case manager provides him/her with as much information as possible at that time. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the case manager should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused. Employers must consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the School or college, or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension should be considered prior to taking that step (see Section 12.5 below).

If there is cause to suspect that a child is suffering or is likely to suffer significant harm, a strategy discussion should be convened in accordance with the statutory guidance *Working Together to Safeguard Children 2015*. If the allegation is about physical contact, the strategy discussion or initial evaluation with the police should take into account that teachers and other school and college employees are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.

Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the DSL should discuss the next steps with the case manager. In those circumstances, the options open to the school or college depend on the nature and circumstances of the allegation and the evidence and information available. This will range from taking no further action to dismissal or a decision not to use the person's services in future. Suspension should not be the default position: an individual should be suspended only if there is no reasonable alternative.

In some cases, further enquiries will be needed to enable a decision about how to proceed. If so, the DSL should discuss with the case manager how and by whom the investigation will be

undertaken. In straightforward cases, the investigation should normally be undertaken by a senior member of the School staff.

However, in other circumstances, such as lack of appropriate resources within the School, or the nature or complexity of the allegation will require an independent investigator. Many local authorities already provide for an independent investigation of allegations.

### **13.3 False allegations**

A false allegation may still lead to a referral to social services if it is agreed that a child is in need of support. It may be that the pupil has experienced abuse elsewhere or has tried to discredit an employee as an act of displacement. A malicious allegation implies a deliberate act to deceive. An unfounded allegation would mean that an incident was misinterpreted in some way. Some allegations may later be considered unsubstantiated (that is when there is insufficient evidence); this does not imply either guilt or innocence. In all these cases, the Proprietor will receive a written report detailing the allegation and how the matter has been resolved.

### **13.4 Referral and subsequent investigations**

In most cases the investigation starts with a multi-agency strategy meeting to determine whether a full child protection investigation is necessary. However, if a criminal act has been identified, or if the matter has been referred to the police independently, the police may embark on their own investigation. This may happen before the School has been notified of the investigation. Police officers will be given assistance in their enquiries and confidentiality about those enquiries will be maintained.

### **13.5 Suspension**

Suspension is not an automatic response to an allegation and it is recognised that its effects may subject an innocent person to a serious ordeal. However, the following circumstances will be considered as grounds for suspension: a child or children would be at serious risk; the allegation is so serious that summary dismissal for gross misconduct is possible; or the investigation would in some way be impeded. Suspension is a neutral act, not a disciplinary sanction, and will be on full pay.

Alternatives to suspension will be considered. These include: leave of absence; providing someone else to be present during contact time; and undertaking non-contact duties. It will be important for the employee to have a friend or trade union representative present with them at any interview informing them of the allegation or the suspension. Written confirmation will follow within one working day and the Proprietors will be informed. Due consideration will be given to the views of all parties.

### **13.6 Confidentiality**

Confidentiality will be maintained as far as is possible and sensitive information will only be disclosed on a need to know basis. The employee will be informed of any decisions that are made before and during the process.

Records will be kept of any agreed action including arrangements for supporting the employee and the pupil. Documents relating to the investigation will be retained in a secure place and information relating to any disciplinary action will be kept on the employee's file.

If there are related criminal or civil proceedings, records may be subject to disclosure. Therefore, no assurances can be given of total confidentiality.

### **13.7 Disciplinary action**

The internal process is separate from the child protection investigation. If a police or child protection investigation takes place, it has priority over the internal investigation. The internal process can often be more fully informed once any external investigations have been completed.

If an employee is dismissed, or resigns before a disciplinary process is completed, the School has a duty to report the case to the DfE.

The School will also report to the DBS, within one month of leaving the School, any person (whether, employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. In this context ceasing to use a person's services includes:

- dismissal;
- non-renewal of a fixed-term contract;
- non-engagement/refusal to engage a supply teacher provided by an employment agency;
- terminating the placement of a student teacher or other trainee;
- no longer using employees employed by contractors;
- no longer using volunteers;
- resignation; and
- voluntary withdrawal from supply teaching, contract working, courses of initial teacher training or volunteering.

Where a dismissal has not reached the threshold for DBS referral the School has a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) in circumstances where a teacher has been dismissed (or would have been dismissed had they not resigned) and a prohibition order may be appropriate. The reasons that such an order may be considered are:

- unacceptable professional conduct;
- conduct that may bring the profession into disrepute; and
- conviction, at any time, for a relevant offence.

### **14. Attendance at child protection conferences**

If the School is invited to attend a child protection conference, the DSL or Deputy DSL will attend and provide information relevant to the case.

### **15. Support for child victims of abuse**

The School recognises that children who are abused or who witness abuse may find it difficult to develop a sense of self-worth and a positive view of life. The process of dealing with an allegation against employees can be particularly daunting for the child involved. The School may be the only stable, secure and predictable element in the lives of the children at risk. Such children may exhibit challenging and defiant behaviour. Their circumstances will influence the way in which these behavioural problems are resolved. The School also recognises that some children who have experienced abuse may in turn abuse others. Such situations will require considered and sensitive handling.

The School will support all of its pupils through:

- the development of self-esteem and self-motivation;
- the School ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued;
- the consistent implementation of the School's behaviour policies by all employees so that, whilst poor behaviour is not tolerated, the pupil's sense of self-worth is not damaged;
- regular consultation with other professionals and agencies who support pupils and their families;
- the development of supportive and constructive relationships with parents; and
- the development and support of an experienced group of employees trained to respond appropriately to child protection situations.

Allegations against employees or volunteers can be traumatic for the accused individual too, particularly when the allegation is false. The School also has a duty of care to its employees and will ensure that appropriate support is offered not least in advising the employee to seek the help and guidance of their professional association.

## **16. Mobile phones and cameras**

Netherleigh & Rossefield School is committed to ensuring the safety of children in its care at all times. Whilst we recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children. This policy applies to all staff, parents, visitors and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

**The Early Years Foundation Stage (EYFS) Team within Netherleigh and Rossefield School strictly abide by the procedures outlined in the 'Mobile Phone and Camera Policy: Early Years Foundation Stage' (February 2017), in which it is stated that EYFS Staff will not carry personal mobile phones while working, and that their phones will be kept in an agreed area in the school. This policy also states that school tablets and '2 build a profile' software is the agreed medium for EYFS staff to take and then store photographs of pupils. See the 'Mobile Phone and Camera Policy: Early Years Foundation Stage' (February 2017) for more details of the school's policy in relation to the use of cameras and mobile phones within the EYFS.**

### **Staff personal mobile phones**

- Staff will not carry personal mobile phones while working. Their phones will be kept in an agreed area in the school.
- Staff may use their mobile phones during break / lunchtimes in an agreed area not used by children.
- If staff need to make a personal call during a session, they should (with agreement of their line manager), make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency during session hours.
- A mobile phone will be taken on all school trips. This is in line with the Statutory framework for the Early Years Foundation Stage which states that providers should take contact telephone numbers and a mobile phone on outings.

### **Children**

Children are not allowed to bring mobile phones into school.

### **Visitors and parents/carers**

The school will display a notice advising visitors and parents/carers throughout the school that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to switch this off. If parents/carers wish to use their phone they will be advised to use this away from school premises.

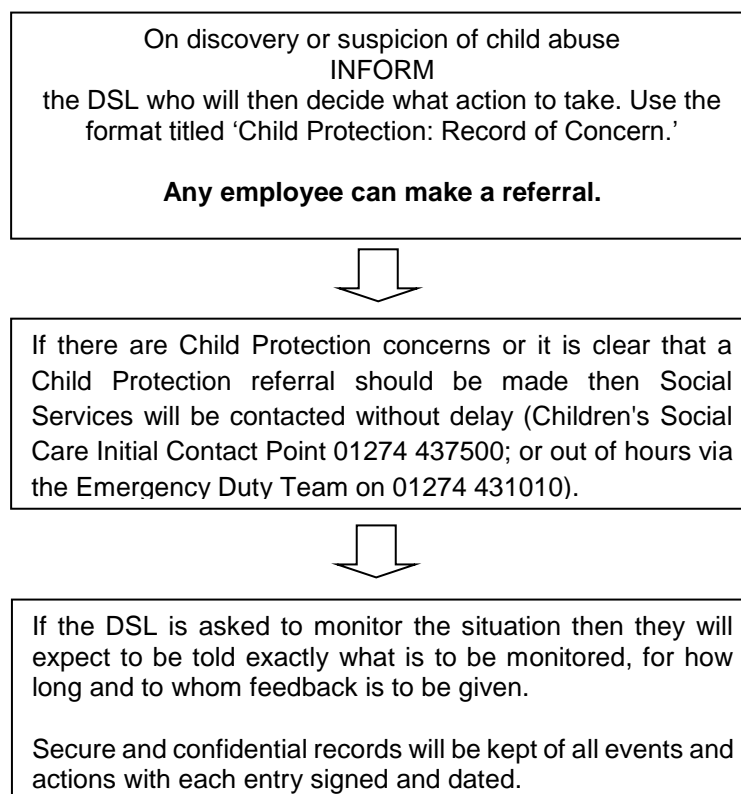
### **Photographic and video images (Taken from Code of Conduct)**

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement. There is, however, potential for images of children to be misused, in extreme cases for pornographic or grooming purposes. Employees should therefore adhere to the following code:

- only record images when there is a justifiable need;
- ensure that pupils understand the reason for the recording of the images and how the images will be used and stored;
- ensure that a senior colleague is aware of the recordings;
- ensure that all images recorded are available for scrutiny;
- avoid making recordings in one-to-one situations;
- on admission to the School, parents give consent that images and recordings of their children can be used for legitimate reasons;
- if a photograph is used, the pupils should not be named without direct parental consent; and
- where the School has decided that images should be retained for future use, they should be stored and used only by those authorised to do so.

## **Appendix 1**

### **CHILD PROTECTION ACTION FLOW CHART**





If a referral is required the DSL will complete and submit the Child Protection Common Referral Form to Children's Social Care Services within 48 hours of the first contact with Social Services (although BCSB recommend that the form is completed prior to making the telephone call).



## Appendix 2

### CONTACTS

The School's potential catchment area covers a number of Local Authorities.

#### **Bradford SCB**

Children's Social Services Initial Contact Point:	01274 437500
Social Services emergency Duty Team:	01274 431010
General enquiries Children's Specialist Services	01274 435600
General enquiries:	01274 434361
Designated Person (DO)	01274 437915
Police: immediate risk of harm:	999
Police (non-emergency)	101

Emailing of Common referral forms to: [childrens.enquiries@bradford.gcsx.gov.uk](mailto:childrens.enquiries@bradford.gcsx.gov.uk)  
or [cyp-cicp@bradford.gov.uk](mailto:cyp-cicp@bradford.gov.uk)

**Bradford LA Lead Practitioner for Prevent - Michael Churley:** 01274 432816

**DfE dedicated telephone for non-emergency advice for staff** 020 7340 7264

**DfE email address for advice for staff:** [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

<b>Leeds SCB</b>	0113 222 4403
	0113 240 9536

<b>Kirklees SCB</b>	01484 456848
	01484 414933

<b>Calderdale SCB</b>	01422 394074
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<b>North Yorkshire SCB</b>	01609 780780
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**Appendix 3**  
**Child Protection Checklist**

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**Date and time of incident**

**Name, address and DoB of child(ren)**

**Factual account of the incident**

**(Who? What? Where? When?) NB. Avoid asking 'closed' or leading questions. Make a clear note of the disclosure and the circumstances in which that came about, as well as a note of the child's presentation when disclosing.**

**(continue on separate sheet if necessary)**

**Opinion (substantiated), if appropriate**

**(continue on separate sheet if necessary)**

**Names and job titles of any other employees involved**

**With whom has the information been shared?**

**What action has been taken, and by whom?**

**Where is the information to be filed?**

**Any cross-references?**

**Name and job title:**

**Signature:.....**

**Date and time of log:.....**

#### **Appendix 4 - Further information on a Child Missing from Education**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.