



# Child Protection and Safeguarding Policy incl Internet safety

*'From tiny acorns, mighty oak trees grow, watered and nurtured by God.'*

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Please see other policies including SEND, Equality, Behaviour for Learning, Home & School etc. For Intimate care see EYFS in the Teaching, Learning and Curriculum Policy.

## Introduction

This policy aims to provide all members of staff (paid and unpaid), children and young people, and their families with a clear and secure framework for ensuring that all children in the school are protected from harm, both while at school and when off the school's premises.

Our school believes that safeguarding and promoting the welfare of children is everyone's responsibility. Every member of staff who comes into contact with children and their families has a role to play in safeguarding children. In order to fulfill this responsibility, every member of staff is instructed to take a 'Child Centred' approach, considering at all times what is in the best interests of the child.

Our school will ensure that all children are safeguarded by actively encouraging members of staff to work together proactively with children and families who may need help, and for this to happen as soon as possible so that children are protected from any further emotional and physical harm.

This policy has been written with reference to the following local and statutory guidance:

- Keeping Children Safe in Education (September 2016 & 18)
- Working Together to Safeguard Children (March 2015)
- RBWM Safeguarding Board
- Guidance for safe working practices for the protection of children (March 2015)
- Information Sharing (March 2015)

## Aims

To ensure our school safeguards and promotes the welfare of all children, we are committed to achieving the following aims:

- To provide all staff with the necessary professional development opportunities to enable them to identify children who may benefit from early help, to work with children and their families to bring about positive change, and how to take appropriate action to safeguard children when necessary;
- To ensure all our policies, procedures and practices are designed with regard to this Early Help and Child Protection Policy, ensuring compliance and consistency across the school environment;
- To seek opportunities to work together with those voluntary and statutory services who share our commitment to providing early help for children and families;
- To ensure that all children are made aware of the risks they may face both inside and outside of school, and what they can do to keep themselves and others safe.
- To provide parent/carers with access to information that helps them be aware of the risks their children may face both inside and outside of school, and what they can do to help them keep their children safe.

## Key Contacts

Position	Name	Contact Details (email/phone)
Designated Safeguarding Lead	Susan Calvert	Braywood@rbwm.org.uk
Deputy Designated Safeguarding Lead	Anne Farley / Helen Wakeman	Braywood@rbwm.org.uk
Designated Governor for Child Protection	Michael Wadley	Braywood@rbwm.org.uk
Local Authority Designated Officer	LADO	<a href="https://www.wamlscb.org">https://www.wamlscb.org</a> 01628 683202 Leaflet is in office, HT office and with each staff member

## Roles and Responsibilities

All members of staff within our school have a role to play in safeguarding and promoting the welfare of children. Specific members of staff also have additional roles and responsibilities too. Guidance is in our Staff Code of Conduct Policy. This section outlines our school's expectations of our staff.

### All Members of Staff...

- Have a responsibility to provide a safe environment in which children can learn;
- Should be prepared to identify children who may benefit from early help;
- Who become concerned about a child's welfare should follow the processes set out in this policy. Staff may be required to support social workers and other agencies following any referral;
- Must adhere to the Teachers' Standards 2012, which state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties;
- Should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This should include:
  - This Early Help and Child Protection policy;
  - The staff behaviour policy (sometimes called a code of conduct); on the role of the designated safeguarding lead;
- Will be given copies of the above policies as well as part one of Keeping Children Safe in Education as part of their induction process, as well as ensuring these policies can be accessed easily via the staff intranet.
- Should receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members should receive early help and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- Should be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment;
- Should know what to do if a child tells them he/she is being abused or neglected; Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children's social care. Staff should never promise a child that they will not tell anyone about an allegation - as this may ultimately not be in the best interests of the child;
- Should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Types of abuse and neglect, and examples of safeguarding issues are described in this policy;
- Are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child;
- Should always speak to the designated safeguarding lead if they are unsure about identifying abuse and neglect;
- Should maintain records about any concerns they have about a child.

### The Designated Safeguarding Lead (DSL)...

- Is an appropriate senior member of staff from the school's leadership team;
- Is supported by a Deputy Safeguarding Lead;
- Takes lead responsibility for Early Help, Safeguarding and Child Protection within the school;
- Liaises with RBWM Council and works with other agencies in line with Working Together to Safeguard Children;
- Should always be available (during school hours) for staff in the school to discuss any safeguarding concerns;
- Undergoes training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years or involves regular updates from network meetings;
- Will be given the opportunity to attend the Designated Safeguarding Lead's Forum, and time to read new and updated research and briefings on safeguarding developments;
- Has an understanding of Local Safeguarding Children Board procedures;

- Keeps written records of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy guidance, but kept separately from the child's general file;
- Notifies children's social care if a child with a child protection plan is absent for more than two days without explanation;
- Ensures that when a child with a child protection plan leaves the school, their information is passed to their new school and the child's social worker is informed;
- Attends and/or contributes to child protection conferences in accordance with local procedure and guidance;
- Ensures that all staff sign to indicate that they have read and understood this policy;
- Ensures that the child protection policy is updated annually;
- Keeps a record of staff attendance at early help and child protection training;
- Makes this policy available to parents;

The deputy designated safeguarding lead(s) is appropriately trained and, in the absence of the designated person, carries out those functions necessary to ensure the on-going safety and protection of children. In the event of the long-term absence of the designated person, the deputy will assume all of the functions above.

### The Governing Body ensures that the school has...

- Designated Safeguarding Lead for early help and child protection who is a member of the senior leadership team and who has undertaken the approved Safeguarding Children Boarding training for Designated Safeguarding Leads;
- Early help and child protection policy and procedures that are consistent with LADO requirements, reviewed annually and made available to parents on request;
- Procedures for dealing with allegations of abuse made against members of staff including allegations made against the head teacher;
- Safer recruitment procedures that include the requirement for appropriate checks in line with national guidance;
- A training strategy that ensures all staff, including the Headteacher, receive early help and child protection training, with refresher training at regular intervals. The DSL should receive refresher training at two-yearly intervals;
- Arrangements to ensure that all temporary staff and volunteers are made aware of the school's arrangements for early help and child protection;
- A member of the Governing Body (normally the Chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the Headteacher;
- Completed the Annual Section 11 Audit of School Safeguarding Practice provided by the LADO Education Sub-Group. This audit will be discussed and signed off by the governing body before submission to the RBWM. Any weaknesses or areas of concern will be rectified without delay.
- Keep Governing Body informed of the school's current position regarding the safeguarding of all members of the school community.

### Parents ensure that...

- They provide the school with up-to-date contact numbers and any information that may be relevant to the child's safeguarding details on a day-to-day basis.

### Staff training

The school will ensure staff undergoes regularly updated safeguarding training and that online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach. This is part of all staff induction training and involves regular annual formal training as a whole school and informally on an on-going basis. The designated leads attend full training when they start in the role and then top-up training every two years. They also attend the safeguarding network training sessions three times a year.

The Governing Body also receives full training on safeguarding to ensure they are able to carry out their duties effectively. The CP offices, documentation and training procedures are clearly outlined in the office area for staff, parents and governors to see.

# Types of Abuse and Neglect and Specific Safeguarding Concerns

All members of 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. Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that members of staff report concerns - they do not need 'absolute proof' that the child is at risk.

## Abuse

Abuse is the maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). An adult or adults or another child or children may abuse them.

## 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. Bumps and bruises don't necessarily mean a child is being physically abused - all children have accidents, trips and falls.

There's isn't one sign or symptom to look out for that will say a child is definitely being physically abused. But if a child often has injuries, there seems to be a pattern, or the explanation doesn't match the injury then this should be investigated.

### Bruises or bites

- Commonly on the head but also on the ear or neck or soft areas - the abdomen, back and buttocks
- Defensive wounds commonly on the forearm, upper arm, back of the leg, hands or feet
- Clusters of bruises on the upper arm, outside of the thigh or on the body
- Bruises with dots of blood under the skin
- A bruised scalp and swollen eyes from hair being pulled violently
- Bruises in the shape of a hand or object.
- Bites usually oval or circular in shape, visible wounds, indentations or bruising from individual teeth.

### Fractures or Broken Bones

- Fractures to the ribs or the leg bones in babies
- Multiple fractures or breaks at different stages of healing

### Burns or Scalds

- Can be from hot liquids, hot objects, flames, chemicals or electricity
- On the hands, back, shoulders or buttocks; scalds may be on lower limbs, both arms and/or both legs
- A clear edge to the burn or scald or multiple burns or scalds.
- Sometimes in the shape or an implement for example, a circular cigarette burn

## Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

There often aren't any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions. Changes in emotions are a normal part of growing up, so it can be really difficult to tell if a child is being emotionally abused.

Children who are being emotionally abused or neglected may:

- Be overly-affectionate towards strangers or people they haven't known for very long
- Lack confidence or become wary or anxious
- Not appear to have a close relationship with their parent, e.g. when being collected from nursery etc.
- Be aggressive or nasty towards other children and animals.
- Use language, act in a way or know about things that you wouldn't expect them to know for their age
- Struggle to control strong emotions or have extreme outbursts
- Seem isolated from their parents
- Lack social skills or have few, if any, friends.

## 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). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children. This includes sexist stereotypes and sexist comments.

Children who are sexually abused may:

- Stay away from certain people, they might avoid being alone with people, such as family members they could seem frightened of a person or reluctant to socialise with them.
- Show sexual behaviour that's inappropriate for their age
- A child might become sexually active at a young age, they might be promiscuous they could use sexual language or know information that you wouldn't expect them to.
- Have physical symptoms e.g. anal or vaginal soreness, an unusual discharge, sexually transmitted infection (STI) or be pregnant.

## Neglect

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

Neglect can be really difficult to identify, making it hard for professionals to take early action to protect a child. Having one of the signs or symptoms below doesn't necessarily mean that a child is being neglected. But if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

Children who are neglected may have:

- Poor Appearance and Hygiene Issues
- Be smelly or dirty, have unwashed clothes, have frequent and untreated nappy rash in infants.
- Have inadequate clothing, e.g. not having a winter coat
- Seem hungry or turn up to school without having breakfast or any lunch money

Health and Development Problems

- Untreated injuries, medical and dental issues
- Repeated accidental injuries caused by lack of supervision
- Recurring illnesses or infections
- Not been given appropriate medicines
- Missed medical appointments such as vaccinations
- Poor muscle tone or prominent joints

Housing and Family Issues

- Living in an unsuitable home environment, for example: dog mess being left or not having any heating
- Left alone for a long time
- Taking on the role of carer for other family members.
- Have skin sores, rashes, flea bites, scabies or ringworm
- Have a thin or swollen tummy
- Have anemia, tiredness, faltering weight or growth and not reaching developmental milestones (known as failure to thrive)
- Poor language, communication or social skills.

## Specific Safeguarding Issues

Children are also impacted by specific safeguarding issues, which are events, which encompass all of the above types of abuse. Children exhibiting behaviours such as drug taking, alcohol abuse, absence from school, and sexting further compound these issues. Peer on Peer abuse is also an indicator that children may be exposed to bullying (including online bullying), gender based violence/sexual abuse and sexting. Members of staff will challenge peer on peer abuse in conjunction with the DSL, Local Authority, Police and Parent/Carers.

### Children Missing from Education

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who has been out of any educational provision for a substantial period of time (usually four weeks or more)."

A child going missing from education is a potential indicator of abuse or neglect. Members of staff will follow the school's attendance policy, early help and Welfare officer's guidance, particularly when children are absent without reason on repeat occasions, to help identify the risk of abuse and to help prevent the risks of their going missing in future. It is also 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.

For schools in RBWM, referrals for CME through the Welfare Officer are accepted after 10 working days of reasonable checks being carried out by the school and the Designated Safeguarding Lead. All schools are legally required to provide this information, as well as the details of any child joining or leaving the school during the year.

## Bullying (Including Online Bullying) and Peer-to-Peer Abuse

Peer-to-peer abuse can come in all of the above forms. While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides each year.

As stated in our Behaviour for Learning Policy all incidences of bullying should be reported and will be managed through our behaviour and anti-bullying procedures. All pupils and parents receive a copy of the home and school agreement and are aware of the policy and procedures on the website. The subject of bullying is addressed at regular intervals in the personal, social and health education (PSHE) curriculum. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the head teacher and the Designated Safeguarding Person will consider implementing child protection procedures.

A child may be experiencing abuse online if they:

- Spend lots, much more or much less time online, texting, gaming or using social media
- Are withdrawn, upset or outraged after using the internet or texting
- Are secretive about who they're talking to and what they're doing online or on their mobile phone
- Have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.
- May have gifts, latest mobile phone or unexplained wealth

Regardless of the fact that the criminal age of responsibility is ten years of age, we will report all incidents involving serious peer-to-peer abuse as we are concerned about the welfare of the child. This equally applies to adult abuse e.g. staff abusing each other, a parent abusing a staff member etc. Pupils with SEND are to be specifically protected.

Sexualised behaviour is also addressed because children have more access to inappropriate material and can act out behaviours seen in older members of the family or whom they have seen on line or on television. We are clear that that is unacceptable and is tackled in our Relationships and Sex education. Inappropriate behaviours are subject to the same procedures as all Child Protection including contacting the Police.

We do acknowledge that a child abusing another child may have also been abused and as such there will be need for support for the alleged perpetrator.

## Child Sexual Exploitation

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online.

Some of the following signs may be indicators of sexual exploitation:

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

Referrals in relation to concerns of CSE can be discussed via the Welfare Officer and LADO as per any normal safeguarding referral.

## Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.

## Female Genital Mutilation (FGM) and so-called “Honour Based” Violence (HBV)

So-called ‘honour-based’ violence (HBV) encompasses crimes, which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff should speak to the Designated Safeguarding Lead.

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

There is a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, 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 duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

A girl or woman who's had FGM may:

- Have difficulty walking, sitting or standing or spends longer than normal in the bathroom or toilet
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear.

Referrals in relation to concerns of FGM can be discussed as per any normal safeguarding referral.

## Domestic Abuse and Sexual Violence

The Government’s definition, amended in April 2013 to include 16 and 17 year olds, and coercive control is: “Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse”:

Psychological Physical Sexual Financial Emotional

Domestic abuse and sexual violence can have a huge impact on affected children and young people. It can affect their safety, health and wellbeing, educational attainment, family and peer relationships, and their ability to enjoy healthy, happy, respectful relationships in the future. It is likely that there will be young people and staff within our school who are experiencing or perpetrating domestic abuse or sexual violence. Our school is responsible for making sure its learners and staff are safe and healthy.

These issues affect men and women, but are mainly experienced by women and girls: It found that not only do girls experience more abuse, but they also experience more severe abuse more frequently and suffer more negative impacts on their welfare, compared with boys.

This is why it is so important that everyone in a position of responsibility in our school is aware of, and committed to, a whole school approach to tackling domestic abuse and sexual violence. It is important to always consider domestic and sexual abuse as a possible explanation for any unusual behaviour.

The following signs and symptoms can be warning signs that a child or young person is experiencing domestic and sexual abuse:

- Persistent absence from school
- Decline in behaviour, performance and engagement
- Evidence that certain situation trigger memories of traumatic experiences
- Eating disorders
- Depression and Isolation
- Early/unwanted pregnancy
- Evidence of control over movement
- Evidence of being monitored by family or other adults
- Anxiety
- Substance misuse and self-harm
- Attempted suicide

The Designated Safeguarding Lead will act as the first point of contact for any concerns about Domestic Abuse and Sexual Violence, including Peer on Peer Abuse. Our Designated Safeguarding Lead can seek advice from the LADO. Any concerns that a child may be at risk of significant harm must be reported immediately.

## Alcohol and Substance Abuse

Pupils affected by their own or other's drug misuse should have early access to support through the school and other local services. Staff are alert to behaviour which might indicate that a child or their parents are experimenting with inappropriate substances. Children in this category would be deemed as vulnerable. Under no circumstances will a child be released into the care of an adult who is intoxicated.

## Gangs and Criminal Activities

In addition to issues on bullying the school is mindful of the impact gangs have on young children. We are aware that criminal elements can influence young pupils to carry out criminal acts.

## Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins. Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery. Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school.

However, it should be clear to the school who has parental responsibility. School staff should notify the DSL when they become aware of private fostering arrangements. The DSL will speak to the family of the child involved to check that they are aware of their duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements. On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

## Children under a court order

In a similar situation as above children who come to school where custody is outlined in a court order the school will abide by these instructions. If a parent who is not permitted to be on site comes to school to collect the child then all parties are asked to go to the office and if necessary the police will be called.

## Preventing Radicalisation (Prevent)

Protecting children from the risk of radicalisation should be seen as part of schools' and colleges' 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 vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may 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 other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Prevent programme.

We are vigilant for signs to be presented in family members including older siblings. Some examples of signs that a child may be at risk of radicalisation are:

- Being overly secretive about their online viewing – for example this is one of the core ways in which ISIS is known to communicate and recruit;
- Displaying feelings of isolation or expressions of an 'us and them' mentality – a sign of social isolation
- Becoming more argumentative or domineering in their viewpoints, being quick to condemn those who disagree and ignoring views that contradict their own;
- Questioning their faith or identity.
- Older siblings downloading or promotion extremist content;
- Social isolation – losing interest in activities they used to enjoy, distancing themselves from friends and social groups;
- Altered appearance – change in style of dress and/or personal appearance.
- Abnormal routines, travel patterns or aspirations.

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ('the CTSA 2015'), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". The statutory 'Revised Prevent duty guidance: for England and Wales' (for schools) summarises the requirements on schools in terms of four general themes.

We will meet our requirements by:

- Assessing the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology;
- Ensuring our early help and safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Promoting active engagement with parent/carers as they are in a key position to spot signs of radicalisation. We will assist and advise families who raise concerns and point them to the right support mechanisms. We will also discuss any concerns about possible radicalisation with a child's parents in line with this policy unless we have specific reason to believe that to do so would put the child at risk.
- Ensuring that as many members of staff as possible undertake preventing radicalisation training, with priority given to the Designated Safeguarding Lead.
- Ensuring children are safe from terrorist and extremist material when access the internet in school.

Referrals are subject to the same conditions as a safeguarding referral. The LADO can be contacted for advice on making a referral. <https://www.gov.uk/government/publications/prevent-duty-guidance>

## Specific Online Safeguarding Issues

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation- technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm

## Legal Framework

The principles adopted when using the Internet are designed to ensure that all stakeholders use the media responsibly so that the integrity of pupils, other staff, governors and parents and the reputation of the school are safeguarded.

Stakeholders should also be aware that other laws relating to libel, defamation, harassment and copyright may apply to information posted on social media, including:

- The Human Rights Act 1998
- Common law duty of confidentiality,
- The Data Protection Act 2018.
- Libel Act 1843
- Defamation Acts 1952, 1996 and 2013
- Protection from Harassment Act 1997
- Criminal Justice and Public Order Act 1994
- Malicious Communications Act 1988
- Communications Act 2003, and
- Copyright, Designs and Patents Act 1988.

Our school is responsible for the actions which occur within the realms of the school day such as any adults who harass any member of the school community online or who engage in cyberbullying or discrimination on the grounds of race, sex, disability, etc. or who defame a third party while at work.

Any breach of this policy may lead to disciplinary action being taken against the staff member/s involved in line with the School Disciplinary Policy and Procedure. A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of the schools or any illegal acts or acts that render the schools liable to third parties may result in disciplinary action or dismissal.

## Communication including the Website and Social Media

Social media allows us to engage with a community who we would perhaps not otherwise have reached and fosters interactivity between the parents, pupils, governors, staff and the outside community.

Using social media

- Allows us to share the values ethos and essentials regarding our school.
- Encourages whole school participation in the process of joint communication
- Allows the school to share the logistics of day-to-day events with a wide audience very quickly

The Internet provides a range of social media tools that allow users to interact with each other. Our principle channels of communication are Twitter, Facebook, Whatsapp and eschools. Our website is on the schools platform which is an intranet supporting whole school communication and our office email 'First class' is encrypted. See appendix 4 for more detailed information on our Internet Safety Procedures

The children do not have access to any social media at any time during the school day but they do have a safe learning platform on eschool's intranet. Staff, pupils and parents are not allowed to use mobile technology in the classrooms or on trips and carry no personal photographs of pupils or data on their laptops or phones.

For more information see our Data Protection Policy

## Filters and monitoring

We have set measures in place to limit children's exposure to the above risks from the school IT system. We have appropriate filters and monitoring systems in place. We consider that it is our responsibility to safeguard and promote the welfare of children, and provide them with a safe environment in which to learn.

For more information see Appendix D regarding our Internet Policy

## Principles when using social media – be professional, responsible and respectful

- You must be conscious at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your work for the school and your personal interests e.g. mindful of the images posted on Facebook.
- You must not engage in activities involving social media that might bring the schools into disrepute.
- You must not represent your personal views as those of the schools on any social medium.
- You must not discuss personal information about pupils, staff, school or other professionals you interact with as part of your job on social media. Information should not be shared for your personal gain.
- You must not use social media and the Internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, other organisations, or the schools. Profanity is always unacceptable.
- You must not use social media to stay in contact with a pupil unless the pupil is a family member or have contact with a pupils' family member if that contact is likely to constitute a conflict of interest.
- You must be accurate, fair and transparent when creating or altering online sources of information on behalf of the school.
- You must communication with parents should be through eschools and the office and all communication to other professional establishments should be through First-class.
- You must make sure that all photographs, videos or any other types of image of pupils and their families or images depicting staff members wearing school uniforms or clothing with school logos or images identifying sensitive school buildings must not be published on any personal webpage.
- You must remember that the school logos or brands must not be used or published on personal webpage.
- You must keep passwords confidential, change them often and be careful about what is posted online; it is not safe to reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

At Braywood we only permit limited personal use of social media while at work. Access to social media sites for personal reasons should only be made during non-contact hours. However, staff members are expected to devote their contracted hours of work to their professional duties and, in practice, personal use of the Internet should not be on the school's time. It is accepted policy the school does not use mobile phones during the course of the day and all staff use these devices only when necessary. Photographs have to be taken in the course of the school day but they are all taken using the appropriate cameras or ipad and stored safely. No photographs are taken on a personal phone. No child has a mobile phone in school and they are taught about the risks of Internet Safety, online abuse and sexting in their RSE lessons.

## Information and support

There is a wealth of information available to support schools and colleges to keep children safe online. The following is not exhaustive but should provide a useful starting point:

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk), [www.saferinternet.org.uk](http://www.saferinternet.org.uk), [www.internetmatters.org](http://www.internetmatters.org)  
[www.pshe-association.org.uk](http://www.pshe-association.org.uk), [www.educateagainsthate.com](http://www.educateagainsthate.com) [www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)

## Early Help Procedures to Safeguard all our Pupils

Keeping Children Safe in Education and Working Together to Safeguard Children (2015) set out a clear expectation that local agencies and schools will work together and collaborate to identify those children with additional needs and provide support as soon as a problem emerges. Providing early help is far more effective in promoting the welfare of children - and keeping them safe - than reacting later, when any problems, for example neglect, may have become more entrenched. The importance of using a child-centred approach in following the child's journey is also emphasised. To achieve this, members of staff involved in the Early Help process must have a clear understanding of the needs and the views of the individual child in their family and community context.

Our school is committed to ensuring everything possible is done to prevent the unnecessary escalation of issues or problems. Children, young people and their families will be offered help when needs and/or concerns are first identified and, as a consequence of the early help offered, children's circumstances will improve and, in some cases, the need for more intrusive and intensive services are lessened or avoided.

The guiding principles of Early Help are:

- high quality early identification and intervention for all children who need it, as well as effective integrated support for children with the most complex needs;
- preventative approach: we aim to work with families to enable them to build resilience and improve their capacity to help themselves should problems arise in the future;
- 'early intervention may occur at any point in a child's' life;
- children, young people and their families are listened to, practice is focused on their needs which is captured in the Early Help Assessment:
- The journey of the child is captured through their wishes and feelings;
- to achieve better outcomes for children, young people and families, we see early intervention and prevention as a shared responsibility, where agencies work together, jointly 'holding the baton' for children and families;
- safeguarding is everyone's responsibility and the welfare of the child/young person is paramount.

Staged intervention is an inclusive approach, involving parents/carers, children and young people, our school, relevant professionals and support services, which allows our school and practitioners to make informed and proportionate responses to need.

Our school will most likely provide support to children and their families at the initial stages. This means that we will work with children and families at the earliest possible point to help them by listening to their needs and developing a support plan which takes into account any access that may be required to additional resources, expertise or to consider any adjustments that can be made in school. We will also support children and families who may need further support through the use of the 'Early Help MASH Assessment'.

Member of staff can seek help from our Early Help Advisor. They can provide information, advice and guidance on all aspects of early help from the first point at which additional need is identified to 'stepping up' into support for complex needs.

This support can be accessed by members of staff at any point of the Early Help process and could include:

- Advice, face to face, on the telephone or by email;
- Guidance about the early help pathway/staged intervention;
- Support to identify universal and community services;
- Attend Team Around the Family meetings to provide support and challenge where necessary;
- Case consultation sessions;
- Information and identification about early help learning and development for individuals or staff teams.

## Stage One - Universal services for all children, young people and their families

All children need support in order to learn and develop. In the majority of cases, our school will be able to meet the needs of a child or young person by personalising our approach, but some children require support, which is additional to, or different from, what we normally provide.

Our offer of early help begins at Stage One with the personalisation of support to meet the needs of children and their families. Our School has access to a variety of different sources of information, support and advice that we can use to meet the needs of each child.

A child's needs may be short term, and we may be able to address the problem relatively easily. For some children, their needs might be more complex and they may require access to additional support for a longer period of time, which we will do by 'stepping up' to Stage Two.

## Stage Two - Targeted early help for vulnerable children and families

If we have tried to meet the child or young person's needs from within the full range of support we can offer without progress/success we will now need to engage additional support from other services. In doing so we will need to decide whether the help the child and/or family needs can be met by involving one other service or if multiple services may be required. If we have not already done so, we will discuss our concerns with the family (and child as appropriate). We will need the family's consent to share information with another agency to access additional support. If we are able to decide that the child's need(s) can be met from one other service and we have consent, we can refer to them directly. If we decide the child's need(s) require support from more than one service and we have consent we will need to undertake an Early Help Assessment with the family, or check if an Early Help Assessment has already been initiated.

If the family or young person will not consent to share information using an Early Help Assessment or withdraws consent for early help, we will continue to support the needs of the child and their family through ordinarily available support and personalised services. This will provide us with future opportunities to engage the child and family with additional support and also to continue monitoring the situation in case there are any safeguarding concerns (see child protection procedures).

## Lead Professional

A lead professional can be any adult who works with and supports a child, young person or their family. At our school it is usually the headteacher or one of the deputy safe guard leads.

The lead professional's role is to:

- develop a successful and productive relationship with the child, young person and their family;
- act as a single point of contact for the child, young person and their family;
- with consent, organise multi-disciplinary and multiagency meetings and discussions;
- use the Early Help Assessment to develop support plans based on the outcomes;
- ability to bring out the voice of the child and committed to best outcomes
- confidence to challenge where necessary
- understanding of the Early Help Assessment and review process
- co-ordinate the delivery of effective early intervention work and on-going support
- work in partnership with other professionals to deliver the support plan
- review and monitor the support plan and progress made regularly

If a member of staff is not the lead professional but have concerns that need are not being met and risks to the child are increasing, they will share their concerns with the lead professional, who will consider the situation and decide whether to convene an earlier review meeting or escalate to a the Multi-Agency Safeguarding Hub as a safeguarding/child protection concern.

# Child Protection Procedures

## Taking Action

If staff members have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to MASH. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by Windsor and Maidenhead Safeguarding Children Board.

If anyone other than the designated safeguarding lead makes the MASH referral they should inform the designated safeguarding lead, as soon as possible. The MASH should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. Staff should follow up on a referral should that information not be forthcoming.

Staff members should encourage children to speak to them about any changes in behaviour or about any other inconclusive signs that may indicate abuse or harm. The signs the staff member has noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if they can help in any way.

## If a child discloses information to a member of staff

It takes a lot of courage for a child to disclose that they are being neglected and or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have made threats to kill or injure should they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault. If a child talks to a member of staff about any risks to their safety or wellbeing they will need to let them know that you must pass the information on - you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.

During the conversation with the child:

- Allow them to speak freely.
- Remain calm and do not over react – the child may stop talking if they feel they are upsetting you.
- Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’.
- Do not be afraid of silences - remember how hard this must be for the child.
- Under no circumstances ask investigative questions

Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused. Avoid admonishing the child for not disclosing earlier. Saying ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be your way of being supportive but the child may interpret it that they have done something wrong.

Tell the child what will happen next. The child may agree to go with you to see the designated safeguarding lead. Otherwise let them know that someone will come to see them before the end of the day.

Report verbally to the designated person. Write up your conversation as soon as possible on – such as how many times this has happened, whether it happens to siblings too, or what does the child’s mother think about all this. At an appropriate time tell the child that in order to help them you must pass the information on the record of concern form and hand it to the designated person. Seek support if you feel distressed.

## Referral to Multi-Agency Safeguarding Hub (MASH)

The DSL (or another member of staff) will make a referral to MASH if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure and

to seek consent to share this information with the Multi-Agency Safeguarding Hub. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from MASH.

If a child is in immediate danger or is at risk of harm a referral should be made verbally immediately to MASH via and/or the police via 999. Any verbal MASH referrals or referrals that do not require an immediate response should be made via the Online MASH Referral form.

[https://www3.rbwm.gov.uk/info/200147/child\\_protection/1092/mash\\_and\\_early\\_help\\_hub](https://www3.rbwm.gov.uk/info/200147/child_protection/1092/mash_and_early_help_hub)

## Record Keeping and Transfer of Information

Record keeping is an essential part of child protection in our school. It is vital that it is done accurately as soon after the event as possible and managed carefully and securely.

- Evidence has played an important part in inspections and legislation requires the maintenance of certain statutory records - we have to evidence what we say. Increasingly when managing early help and child protection concerns, accurate and timed records are invaluable.
- We will forget details - every aspect of the incident or concern might be crystal clear at the time but we can't guarantee this will be the same in a few days.

All records should be objective and accurate, be clear about names, dates, places etc. and also distinguish between fact and opinion, hearsay and direct information. Child Protection files are kept in a separate locked cabinet.

When a child moves to another school or educational establishment, all child protection records will be retained by our school, but copies of the records will be hand-delivered to the receiving Designated Safeguarding Lead (DSL), separate from their general records and marked as strictly confidential; this should be done within 15 working days and we will always obtain written confirmation of receipt of these records.

Child Protection records do not form part of the pupil's educational record and are not required to be disclosed to parents/carers. Any requests from a parent/carers solicitor to have child protection records disclosed to them will be passed to either legal advisor.

In Summary ....

- We will hold/store files separately, securely and confidentially
- We will note every child protection concern without delay and detail significant incidents on the front-sheet chronology; these must be regularly reviewed
- Keep copies on file of all relevant referral forms, conference reports, strategy minutes etc.
- Keep on file informal child protection information including dated notes of contacts, telephone conversations with parents/carers and other agencies
- All staff must be aware of the need to make an immediate and accurate record of concerns – using the child's own words where possible; this should be passed to the Designated Safeguarding Lead (DSL) without delay
- The DSL should refer child protection concerns to MASH without delay and if unsure it is child protection, discuss the situation via the MASH Consultation Line. Agree who will inform the parent/carer if this 'in principle' discussion progresses to a referral and the parent or carer is unaware of your contact with MASH.
- It is recommended that a student's records are kept for 10 years after they leave compulsory education.

## Confidentiality and sharing information

All members of staff understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the designated person, head teacher or chair of governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with Data Protection Act 1998 principles. Information is:

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary
- Processed in accordance with the data subject's rights and secure.

Concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage. Child protection information will be stored separately from the child's school file and the school file will be 'tagged' to indicate that separate information is held.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, they should refer the request to the head teacher.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child. The school's policy on confidentiality and information sharing is available to parents and children on request.

# Safer Recruitment (In reference to Keeping Children Safe in Education)

## Recruitment, Selection and Pre-Employment Vetting

Our school is committed to a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. This part of the policy describes in detail those checks that are, or may be, required for any individual working in any capacity at, or visiting, this school. Governing bodies and schools must act reasonably in making decisions about the suitability of any prospective employee based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in a school or college, as outlined in this policy

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff 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; or
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;
- Engage in intimate or personal care or overnight activity, even if this happens only once.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.

In our school, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. The Department for Education (DfE) has published separate statutory guidance on supervision and regulated activity which we have regard to when considering which checks should be undertaken on volunteers. This is set out at in Annex B.

In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles, an additional check is required to ensure they are not prohibited under any other provisions.

More information is available on the DBS website at the following address below - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/519060/Guide\\_to\\_eligibility\\_v8.1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/519060/Guide_to_eligibility_v8.1.pdf)

When the DBS has completed its check of an applicant's PNC record and whether or not they are on the barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must show the original DBS certificate to the relevant member of staff before they take up post or as soon as practicable afterwards. We will not allow a member of staff to start work without the school having had sight of their DBS certificate or the school obtaining a separate barred list check (pending the DBS check being completed). Where an individual starts work in regulated activity before the DBS certificate is available, they will be appropriately supervised and all other checks will have been completed.

For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in Disqualification under the Childcare Act 2006 statutory guidance.

If we, as a school, knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity. There are penalties of up to five years in prison if a barred individual is convicted of attempting to engage or engaging in such work.

## Pre-appointment checks

Any offer of appointment made by our school to a successful candidate, including one who has lived or worked abroad, will be conditional and only confirmed on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, we will:

- Request a minimum of 2 references, one of which must be the candidates current/previous employer and verify that these are to the school's satisfaction;
- Verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website - <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>;
- Obtain (via the applicant) a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- For teaching staff, verify that the new candidate is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service - <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>
- If a new appointee is to occupy a management post in an independent school, academy or free school as an employee, is to be a trustee of an academy or free school trust, or is to be a governor or member of a proprietor body for an independent school, we will check whether the individual has been barred by the Secretary of State from taking part in the management of an independent school;
- Verify the candidate's mental and physical fitness to carry out their work responsibilities;
- Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, we will follow the advice on the GOV.UK website; <https://www.gov.uk/check-job-applicant-right-to-work>
- If the person has lived or worked outside the UK, make any further checks we consider appropriate;
- Verify all professional qualifications in relation to teaching / working with children.

## Employment history and references

The school will always ask for written information about previous employment history and check that information is not contradictory or incomplete. References will be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

The purpose of seeking references is to obtain objective and factual information to support our appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They will always be requested directly from the referee and we will not rely on open references, for example in the form of 'to whom it may concern' testimonials. If a candidate for a teaching post is not currently employed as a teacher, we will check with the school, or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate.

## Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

The Home Office has published guidance on criminal record checks for overseas applicants (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> ).

The Department for Education has also issued guidance on the employment of overseas-trained teachers (<https://www.gov.uk/government/publications/employing-overseas-trained-teachers-from-outside-the-eea> ). This gives information on the requirements for overseas trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

### Agency and third-party staff

We do not use agency staff but if ever required the school will obtain written notification from any agency that they have carried out the checks on an individual who will be working at the school that we would perform to ensure it would be appropriate for them to do so.

### Trainee/student teachers

Where applicants for initial teacher training are salaried by our school, we will ensure that all necessary checks are carried out including the requesting of an enhanced DBS certificate (including and barred list information). Where trainee teachers are fee-funded it is the responsibility of the initial teacher-training provider to carry out the necessary checks, and we will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children

### Existing staff and their family/partners

The school has a legal obligation to ensure that all our school staff and their immediate family have no reason why they cannot work with children. Staff are obliged to tell the school if there is information about their partners that the school would feel is of interest e.g. they are on the sex offenders list.

If we have concerns about an existing staff member's suitability to work with children, we will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school or college moves from a post that was not regulated activity, into work, which is regulated activity, the relevant checks for the regulated activity will be carried out.

We have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Guidance on referrals can be found on GOV.UK website at this address:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/501318/DBS\\_referral\\_guidance\\_completing\\_the\\_form\\_v1\\_1\\_Feb\\_16.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/501318/DBS_referral_guidance_completing_the_form_v1_1_Feb_16.pdf)

Where our school dismisses or ceases to use the services of a teacher (including an agency teacher) because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, we will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.

### Volunteers

Under no circumstances will we allow a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in our school will be in 'regulated activity'. We will obtain an enhanced DBS certificate (which will include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, we will conduct a repeat DBS check (which will include barred list information) on any such volunteer should they have concerns.

We will also obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers. The school is not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

Our school will undertake a risk assessment and use their professional judgment and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so we will consider:

- the nature of the work with children;
- what we already know about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

When a Volunteer is being supervised:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The DBS cannot provide barred list information on any information, including volunteers, who are not in regulated activity.

## School Governors

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing body to apply for the certificate for any of their governors who does not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

## Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). We usually use the RBWM list of contractors who will have a DBS provided by the RBWM but for all other contractors who are in regular contact with the children would be asked for an enhanced DBS check.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. We are responsible for determining the appropriate level of supervision depending on the circumstances.

## Visitors

Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s’ relatives or other visitors attending a sports day). The Headteacher should use their professional judgment about the need to escort or supervise visitors.

## Site Security

At all times the site is locked and protected against unsupervised visitors. External gates are closed and internal gates and doors are locked or operated on a keypad system. Visitors are admitted into school through an intercom system and are asked to wear a lanyard highlighting that they are an approved visitor and that they have been shown the emergency procedures of our school.

More information is found in our Health and Safety Policy

## Single central record

Our school must keep a single central record. The single central record must cover the following people:

- All staff (including supply staff, and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children;
- And all members of the proprietor/Governing Body.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check;
- A barred list check;
- An enhanced DBS check/certificate;
- A prohibition from teaching check;
- Further checks on people living or working outside the UK;
- A check of professional qualifications; and
- A check to establish the person's right to work in the United Kingdom.

For supply staff, schools should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

Where checks are carried out on volunteers, schools should record this on the single central record.

Our school does not have to keep copies of DBS certificates in order to fulfil our duty of maintaining the single central record. To help our school comply with the requirements of the Data Protection Act, where we choose to retain a copy they should not be retained for longer than six months, or without the individual's consent. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file.

Following previous high profile cases in the local papers the same procedure applies to partners, husband and wives of a school's employees. If there are grounds to be concerned then the headteacher should be informed of this matter and further action is subject to the same scrutiny.

# Allegations of abuse made against teachers and other staff

## Duties as an employer and an employee ‘Whistleblowing’

This part of the policy is about managing cases of allegations that might indicate 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) in a school or college that provides education for children less than 18 years of age 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 he or she would pose a risk of harm to children.

This section relates to members of staff who are currently working in our school regardless of whether the school is where the alleged abuse took place. 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.

Our school also has a duty of care to our employees. We will ensure we provide effective support 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 member of staff or volunteer in our 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.

## Initial considerations

The procedures for dealing with allegations need to be applied with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children’s social care services. In these cases, local arrangements should be followed to resolve cases without delay.

Some rare allegations will be so serious they require immediate intervention by children’s social care services and/or police. The local authority designated officer(s) (LADO) will be informed of all allegations that come to a 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;
- 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 headteacher is the subject of an allegation; the chair of governors (the case manager) will immediately discuss the allegation with the LADO. The purpose of an initial discussion is for the LADO and the case manager to consider the nature, content and context of the allegation and agrees a course of action.

The LADO 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 will discuss the allegations with the LADO in order to help determine whether police involvement is necessary.

The case manager will inform the accused person about the allegation as soon as possible after consulting the LADO. It is extremely important that the case manager provides them 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 will not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused. We must consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the school or whether alternative arrangements can be put in place until the allegation or concern is resolved.

If there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion should be convened in accordance with statutory guidance. 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 staff 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 LADO should discuss the next steps with the case manager. In those circumstances, the options open to our school 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.

### Supporting those involved

Our school also has a duty of care to our employees. We will act to manage and minimise the stress inherent in the allegations process. Support for the individual is vital to fulfilling this duty. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The individual will be advised to contact their trade union representative, if they have one, or a colleague for support. They should also be given access to welfare counselling or medical advice. Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager should not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers. Parents or carers should also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome in confidence. In deciding what information to disclose, careful consideration should be given to the provisions of the Data Protection Act 1998, the law of confidence and, where relevant, the Human Rights Act 1998.

Parents and carers will also be made aware of the requirement to maintain confidentiality about any allegations made against teachers whilst investigations are on-going as set out in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

### Confidentiality

It is extremely important that when an allegation is made, we make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The Education Act 2002 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation).

The legislation imposing restrictions makes clear that ‘publication’ of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited. ‘Publication’ includes “any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public”.

This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public). The school will ensure that all parties and witnesses are aware of the possible consequences of the “publication” of material that may lead to the identification of the person who is subject to the allegation.

In accordance with the Association of Chief Police Officers’ (ACPO) guidance the police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. (In exceptional cases where the police would like to depart from that rule, for example an appeal to trace a suspect, they must apply to a magistrates’ court to request that reporting restrictions be lifted).

The case manager will take advice from the LADO, police and children’s social care services to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any information can be reasonably given to the wider community to reduce speculation; and
- how to manage press interest if and when it should arise.

## Managing the situation and exit arrangements

### Resignations and ‘settlement agreements’

If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this section. A referral to the DBS must be made, if the criteria are met. If the accused person resigns or their services cease to be used and the criteria are met it will not be appropriate to reach a settlement/compromise agreement.

### Record keeping

Details of allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

### References

Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations, which have all been found to be false, unsubstantiated or malicious, should also not be included in any reference.

### Timescales

It is in everyone’s interest to resolve cases as quickly as possible consistent with a fair and thorough investigation. All allegations should be investigated as a priority to avoid any delay. Target timescales are shown below:

- The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation, but these targets should be achieved in all but truly exceptional cases.
- It is expected that 80 per cent of cases should be resolved within one month,
- 90 per cent within three months, and all but the most exceptional cases should be completed within 12 months

For those cases where it is clear immediately that the allegation is unsubstantiated or malicious, they should be resolved within one week. Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the school to deal with it, although if there are concerns about child protection, we will discuss them with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the employer should institute appropriate action within three working days.

If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

### Oversight and monitoring

The LADO has overall responsibility for oversight of the procedures for dealing with allegations; for resolving any inter-agency issues; and for liaison with Windsor and Maidenhead Safeguarding Children Board on the subject. The LADO will provide advice and guidance to the case manager, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. Reviews should be conducted at fortnightly or monthly intervals, depending on the complexity of the case.

Police forces should also identify officers who will be responsible for:

- liaising with the designated officer(s);
- taking part in the strategy discussion or initial evaluation;
- subsequently reviewing the progress of those cases in which there is a police investigation; and
- sharing information on completion of the investigation or any prosecution.

If the strategy discussion or initial assessment decides that a police investigation is required, the police should also set a target date for reviewing the progress of the investigation and consulting the Crown Prosecution Service (CPS) about whether to: charge the individual; continue to investigate; or close the investigation. Wherever possible, that review should take place no later than four weeks after the initial evaluation. Dates for subsequent reviews, ideally at fortnightly intervals, should be set at the meeting if the investigation continues.

### Suspension

The possible risk of harm to children posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the case manager to consider suspending the accused until the case is resolved. Suspension should not be an automatic response when an allegation is reported; all options to avoid suspension should be considered prior to taking that step. If the case manager is concerned about the welfare of other children in the community or the teacher's family, those concerns should be reported to the LADO or police. Suspension is highly unlikely to be justified on the basis of such concerns alone.

Suspension should be considered only in a case where there is cause to suspect a child or other children at the school are at risk of harm or the case is so serious that it might be grounds for dismissal. However, a person should not be suspended automatically: the case manager must consider carefully whether the circumstances warrant suspension from contact with children at the school or college or until the allegation is resolved, and may wish to seek advice from their HR provider and the LADO.

The case manager will also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements. If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, the case manager will be as

inventive as possible to avoid suspension. Based on assessment of risk, the following alternatives will be considered by the case manager before suspending a member of staff:

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned;
- Providing an assistant to be present when the individual has contact with children;
- Redeploying to alternative work in the school or college so the individual does not have unsupervised access to children;
- Moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or
- Temporarily redeploying the member of staff to another role in a different location, for example to an alternative school or work for the local authority or academy trust.

Where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension. It is not acceptable for the school to leave a person who has been suspended without any support. The person will be informed at the point of their suspension that their named contact is within the school and provided with their contact details.

## Information sharing

In a strategy discussion or the initial evaluation of the case, the agencies involved should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim. Where the police are involved, wherever possible we will ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process. This should be done as their investigation proceeds and will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.

Children's social care services should adopt a similar procedure when making enquiries to determine whether the child or children named in the allegation are in need of protection or services, so that any information obtained in the course of those enquiries which is relevant to a disciplinary case can be passed to the employer without delay.

## Specific actions

### Following a criminal investigation or a prosecution

The police should inform the school and LADO immediately when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to continue to prosecute the case after person has been charged. In those circumstances the LADO should discuss with the case manager whether any further action, including disciplinary action, is appropriate and, if so, how to proceed. The information provided by the police and/or children's social care services should inform that decision. The options will depend on the circumstances of the case and the consideration will need to take into account the result of the police investigation or the trial, as well as the different standard of proof required in disciplinary and criminal proceedings.

### On conclusion of a case

If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the LADO should discuss with the case manager whether the school will decide to make a referral to the DBS for consideration of inclusion on the barred lists is required; and in the case of a member of teaching staff whether to refer the matter to the National College for Teaching and Leadership (NCTL) to consider prohibiting the individual from teaching.

There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.

Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the case manager should consider how best to facilitate that. Most people will benefit from some help and support to return to work after a stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The case manager will also consider how the person's contact with the child or children who made the allegation can best be managed if they are still a pupil at the school or college.

### In respect of malicious or unsubstantiated allegations

If an allegation is determined to be unsubstantiated or malicious, the LADO should refer the matter to the children's social care services to determine whether the child concerned is in need of services, or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the headteacher should consider whether any disciplinary action is appropriate against the pupil who made it; or whether the police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a pupil.

### Learning lessons

At the conclusion of a case in which an allegation is substantiated, the LADO should review the circumstances of the case with the case manager to determine whether there are any improvements to be made to the school procedures or practice to help prevent similar events in the future. This should include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not suspension was justified. Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. The LADO and case manager should consider how future investigations of a similar nature could be carried out without suspending the individual.

## Whistleblowing

It is clear that the whole safeguarding and child protection procedures rely on a culture of whistleblowing. All staff have a duty to raise concerns, where they exist, about the management of child protection and safeguarding, which may include the attitudes and actions of colleagues. If it became necessary to consult outside the school, they should speak in the first instance to the Governors or LEA and follow the RBWM Whistleblowing policy.

Guidelines for support are found in the Staff Code of Conduct which is given to all staff and is found on the website.

## Specific Safeguarding Procedures linked to our Health and Safety Policy

### Late collection of children

Children that have not been collected by a parent/carer at the end of the day (whether that is the school day or the extended school day) are taken to the office. A member of staff will try to contact the family using the list of contact details. If there is no response they will either put the child in our after school club and keep trying to contact any member of the child's family. It is the responsibility of the parent/carer to keep the school office informed of all current telephone numbers and emergency contacts. The school will contact social services if the child is still in school after 7pm in the evening.

### Trips and out of school activities

All extra curricular clubs and Squirrel / Early Bird take a register, bring their own register or are given a register. We have a stringent organisational procedure to ensure that children are accountable for after school to safeguard their safety.

Trips and all out of site events there is a risk assessment of the event. More details can be found in our Health and Safety Policy.

### An unaccounted child in the school day

With increases in the mental health of children we are finding that children can often resort to unsafe behaviours if they are upset. The site is secure all day and all staff members are very fastidious in locking school gates during the school day. Nevertheless we do have an open site and a determined child can try to climb a fence and run down the road.

As a school we have a morning and afternoon registration, which is forwarded onto the school office through eschools. After lunchtime play the EYFS teachers usually count the children in the line to ensure they have all heard the bell. At the end of the day the Year F and 1 stay in the classroom and only hand the child to their parents once they have come to the classroom door. Older children stand next to their teacher and inform them when they can see their parents/carer. This is to ensure that we are very clear that every child has gone home with a responsible adult.

If for whatever reason a child disappears during the school day then we follow this procedure:

- Notify the office and headteacher immediately with any relevant information
- Key personal to search the whole site
- If necessary keep personal to search immediate site outside school especially the road
- Parents and police to be notified alongside the outside search of the property

## Appendix A – Safeguarding Cue Card

The Designated Safeguarding Lead will usually decide whether to make a referral to children’s social care, but all staff has access to this card that helps them make a referral themselves.



### Children/Young People at risk of serious harm/neglect

If you have any concern that a child/young person may be at risk of harm please contact the Duty Team in Social Care straightaway and ask to speak to the Duty Social Worker.

You will usually first speak with the Access Officer who will take basic details before passing you to the Duty Social Worker.

The Social Worker will advise you on an appropriate course of action.

Where it is safe to do so (i.e. if it doesn't place anyone at risk of greater harm), please notify the parent/carer, or young person before making the referral.

**Children's Social Care Referral and Assessment Team**  
(8.45am to 5.15pm Monday to Thursday, 8.45am to 4.45pm Friday)  
**01628 683150**

**Children with Learning Difficulties and Disabilities**  
(8.45am to 5.15pm Monday to Thursday, 8.45am to 4.45pm Friday)  
**01628 685878**

**Out of Hours team (5.00pm to 9.00am and weekends)**  
**01344 786543**

If a child/young person makes a disclosure of abuse or neglect to you:

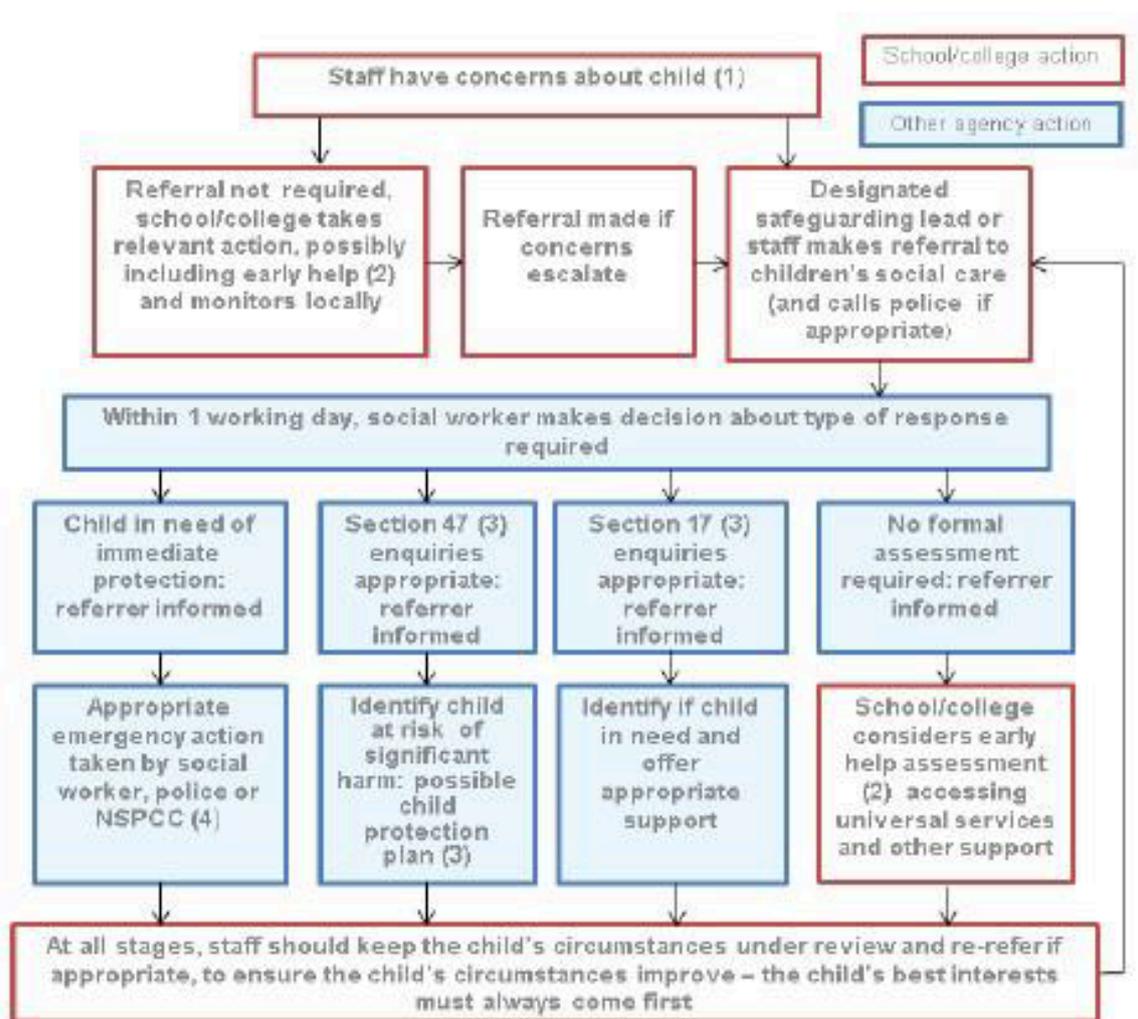
- Explain to the child that you will share this information with a senior member of staff in order to help them.
- Listen carefully to and believe what the child is saying and take it seriously.
- Reassure the child who has made the disclosure to you that they have done the right thing and assure them that you believe them.
- Give the child time to talk and do not probe or ask leading questions. Investigation is not your responsibility.
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
- Record what has been said as soon as possible after the conversation and ensure that the Referral and Assessment team are notified within 24 hours.
- Do not confront the abuser.
- Ensure that information you have is kept confidentially and only shared with people who need to know.

Please refer to the Berkshire Child Protection Procedures (<http://proceduresonline.com/berks>). For further detail on Child Protection Processes

[www.rbwm-safeguarding-children.org.uk](http://www.rbwm-safeguarding-children.org.uk)

## Appendix B – Actions where there is concern

### Actions where there are concerns about a child



## Appendix C - Child Protection Folder (See additional paperwork)

# Strictly Confidential

Child Protection/safeguarding file for:  
Full Name

.....  
Class/Year

.....  
School (address and tel.no)

.....  
*Legal* *framework:*

*Working Together to Safeguard Children March 2015*

- *Never delay emergency action to protect a child from harm*
- *Always record in writing concerns about a child's welfare, including whether or not further action is taken*
- *Always record in writing discussions about a child's welfare in the child's file; at the close of a discussion, always reach a clear and explicit recorded agreement about who will be taking what action or that no further action will be taken and why.*

*Keeping Children Safe in Education September 2016*

- *Be able to keep detailed, accurate, secure written records of concerns and referrals*
- *Where children leave the school or ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.*

Chronology for .....School Child protection files

*(This should always be kept at the front of all CP documentation on each child's individual file)*

Child's name	
Date of Birth	
Unique Pupil Number (UPN)	
Name(s) of all siblings and schools attended  (include all last name and cross reference any CP information)	

Incident and Significant Event Chronology: (number each separate sheet used)

Date	Brief Details	Source	Action	Outcome (if known)

## Appendix D - Internet Safety - Statement of Intent

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

At Braywood we presently provide an internet service for the use of the children and staff. All teachers, children and support staff are connected to the RBWM Intranet and have 'First class' as our email. Our website is a valuable source of communication and the electronic learning platform and teaching tools e.g. Bug club and My Maths add another dimension to or teaching resources.

We constantly endeavour to ensure that the service we provide is safe for the children at all times and the guidance in our Acceptable Use Policy are strictly adhered to at all times.

Benefits of using the internet is education include:

### Aims

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location and retrieval

**It is the role of the ICT Co-ordinator to provide training for the teachers, Governing Body, Headteacher and support staff in relation to the use and safety involved in using the Internet.**

**It is the role of the Headteacher to ensure that the policy is distributed and explained to parents and that the children/staff sign the internet contract every year. Internet safety is taught in all classes and we adopt the traffic light system (recommended by *Becta*) to show the children some of the more acceptable practices when using this medium.**

### How will pupils learn to evaluate internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT coordinator
- Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- Pupils may only use approved email accounts on the school system
- Pupils must immediately tell the teacher if they receive offensive email
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communications
- Access to school to external personal email accounts will be blocked
- Pupils will not be allowed access to public or unregulated chat rooms but children will be allowed to use the chat facilities through the website and email.
- Mobile phones will not be used during lessons for formal school time. The sending of abusive or inappropriate text messages is forbidden

### How Should Website content be managed?

- The point of contact on the Web Site should be the school address, school email and telephone number. Staff or pupils' home information will not be published

- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified
- Pupils' full names will not be used anywhere on the website, particularly associated with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website
- The Headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained

## How will the risks be assessed?

The RBWM has provided email addresses for all the children in school with addresses that are not immediately recognisable to protect the identity of the child. The school has provided an electronic learning and communication platform where the children and their parents have their own login and password. Pupils must not reveal details of themselves or others, such as address or telephone number, password etc.

The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access. Parents will be asked sign and return a consent form. Please see the sample form later in this document.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. The school, in discussion with the filtering provider, will select filtering strategies where appropriate. Rules for internet access will be posted near all computer systems. Pupils will be informed that Internet use will be monitored

## Equality of access

Internet access and email facilities at Braywood are provided for all classes, gender, ability and culture. All children will receive equality of access. Children who do not have a computer at home have the opportunity to use our facilities after school. Children with special education needs have support to ensure they have equality of access. A partnership approach with parents will be encouraged so they are kept fully informed. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

## Responsible Internet Use Rules

These rules will help us to be fair to others and keep everyone safe. SMART



## Responsible Internet Use Proforma

<b>Responsible Internet Use</b> Please complete, sign and return to your child's class teacher	
<i>Pupil:</i>	<i>Class:</i>
<b>Pupil's Agreement</b> have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
<i>Signed:</i>	<i>Date:</i>
<b>Parent's Consent for Internet Access</b> have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
<i>Signed:</i>	<i>Date:</i>
<i>Please print name:</i>	
<b>Parent's Consent for Web Publication of Work and Photographs</b> agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.	
<i>Signed:</i>	<i>Date:</i>

## The steps we have taken to provide a safe environment

- We provide a filtered internet service, which is regulated and is safe.
- Children will be supervised at all time when on the internet.
- Sites to be visited will be carefully vetted by the teacher beforehand.
- Children will not be allowed to leave any personal details on the web and no child is to be named on our Website.
- Children are taught to adopt a critical style of thinking when looking at the Internet.
- Pupils will not be allowed access to public or unregulated chat rooms.
- When using email, children will only be corresponding to local schools or known persons. If communicating outside school, class email addresses are to be used.
- Pupils and staff will not reveal their personal details (home address or telephone address) on the web or with dialogue with other Internet uses.  
No photographs of individual children will be published on our website.
- We will respect the law of copyright.
- Downloading of files is strictly restricted to staff.
- Any pupils finding themselves uncomfortable or upset by anything they discover will report it to a teacher immediately.
- Our Internet rules are displayed in the ICT Suite and all children have signed a consent form before being allowed to use the facility.