RHSC Safeguarding Policy 2019-20

This Policy has been updated to reflect the changes in Keeping Children Safe in Education.

2nd September 2019
WHOLE SCHOOL POLICY FOR
SAFEGUARDING INCORPORATING
CHILD PROTECTION

Reepham High School and College

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff builds by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance ‘Keeping Children Safe in Education’. DfE (2019).

This policy will be reviewed in full by the Governing Board on an annual basis. This policy will be ratified by the Governing Board at the first annual meeting for the year. Hence forth it will be reviewed annually or more frequently if there are significant changes to the statutory guidance.
CONTENTS

Page:

4  1. Purpose & Aims
4  2. School Ethos
5  3. Roles & Responsibilities
8  4. Training & Induction
9  5. Procedures for Managing Concerns
11 6. Specific Concern Guidance
14 7. Recording & Information Sharing
15 8. Working with Parents & Carers
16 9. Child Protection Conferences
16 10. Safer Recruitment
17 11. Safer Working Practice
17 12. Managing Allegations against Staff & Volunteers
19 13. Other relevant policies
19 14. Statutory Framework

Appendices

1  Recording form for reporting concerns
2  Induction checklist for staff & volunteers
3  Local Safeguarding Procedures
4  Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting
1. PURPOSE & AIMS

1.1 The purpose of RHSC’s safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children’s and young people’s health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Lead will regularly liaise with the Designated Safeguarding team to discuss all persistently absent pupils and those who go missing as poor or erratic attendance is recognised as a vital warning sign for potential safeguarding issues such as abuse, neglect including sexual abuse or exploitation, forced marriage, county lines. To ensure that appropriate safeguarding action has been taken.

1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

2. OUR ETHOS

2.1 The child’s welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff 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 must always act in the best interests of the child and maintain a level of professional curiosity (Professional curiosity is the capacity and communication skill to explore and understand what is happening for a child or within a family rather than making assumptions or accepting things at face value). In addition to this staff are encouraged to consider contextual safeguarding as stated in KCSiE 2019 p.9 point 32.

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. This will include, but is not exclusive, regular assemblies, teaching, e-Safety lessons and Impact Days. Teaching pupils about how to stay safe and behave online, including identifying risks and how and when to seek support is crucial. Further information can be found in the DfE guidance ‘Teaching online safety in school.’

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with ‘Working Together to Safeguard Children’ (July 2018) and Norfolk Safeguarding Children Board procedures.

2.6 Staff will receive safeguarding training at least annually in line with our statutory duty from a mixture of external, online and in-house provision. (For example 2019/20 whole staff inset day on 4th September will consist of an update to all staff on the changes to KCSIE 2019, A brief quiz from the county material, Guidance on our in school procedures via our key info sheet and dissemination of information from recent multi-agency course). In addition to this all staff will be required to continue ongoing safeguarding training through our Impero software, ideally upskilling to part 3 the advanced award.

3. ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact details</th>
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<tbody>
<tr>
<td>Designated Safeguarding Lead (DSL)</td>
<td>Amanda Barley</td>
<td>01603 870328 (ext 257)</td>
</tr>
<tr>
<td>Head teacher/ Alternate DSL</td>
<td>Tim Gibbs</td>
<td>01603 870328 (ext 203)</td>
</tr>
<tr>
<td>Named Safeguarding Governor</td>
<td>Adam Reece</td>
<td>01603 870328</td>
</tr>
<tr>
<td>Chair of Governors</td>
<td>Deborah Boldero</td>
<td>01603 870328</td>
</tr>
</tbody>
</table>
3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

**The Governing Board**

3.2 The Governing Board of RHSC is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Board takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

3.3 The Governing Board will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;

- The school contributes to inter-agency working in line with ‘Working Together to Safeguard Children’ (2018);

- A senior member of staff is designated to take the lead responsibility for safeguarding and child protection and that there are 6 Alternate DSL(s) who are appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role;

- All new staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, quick reference guide safeguarding leaflet and a blank safeguarding record form. All staff are also required to undertake Prevent training.

- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

- Safer recruitment practices are followed in accordance with the requirements of ‘Keeping Children Safe in Education’ DfE (2019);
They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

At RHSC we have adopted the Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings (October 2015)

3.4 The governing Board will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Head teacher
3.5 At RHSC the Head teacher is responsible for:

- Identifying a senior member of staff to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing Board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

The Designated Safeguarding Lead (DSL)
3.6 The Designated Safeguarding Lead is a senior member of staff, who takes lead responsibility for safeguarding and child protection within our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education'.

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the designated safeguarding lead and or a deputy will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. If in exceptional circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

3.9 The DSL at RHSC School will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children’s Advice and Duty Service (CADS) and other agencies where necessary, and make referrals of
suspected abuse to Children’s Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.10 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members are aware of our policy and the procedures they need to follow. That new staff have received appropriate child protection information during their induction following the ‘Norfolk Schools Core Package’.

3.12 The DSL team will ensure that all volunteers and regular visitors to the school hold the necessary DBS check or have been risk assessed. In addition to this they will be provided with the schools Safeguarding leaflet, ID tag. If they are working unsupervised with children, then they will also be given a copy of our school Safeguarding guide and a copy of KCSIE.

4. TRAINING & INDUCTION

4.1 When new staff join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school’s safeguarding policy along with the staff code of conduct, Part one and Annex A of ‘Keeping Children Safe in Education’ and told who our Designated Safeguarding Lead (DSL) and Alternate DSLs are. All staff are expected to read these key documents. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every new member of staff will receive safeguarding training during their induction period within one month of joining the school. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult’s behaviour and suitability to work with children. Staff will also receive on-line safety training and prevent training as this is part of the overarching safeguarding approach of our school.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of ‘Keeping Children Safe in Education’. In order to achieve this, we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis in accordance with Norfolk Safeguarding Children Board advice and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
• Any member of staff the DSL feels might not, based upon their practice, fully understand their responsibilities will be given refresher training.

4.4 All regular visitors, temporary staff and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2).

4.5 The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children’s Board at least once every three years. The DSL and alternates will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. This is completed via attendance at Local DSL cluster meetings, e-courier, Early Help network meetings and setting individual development targets for DSLs.

4.6 Our governing Board will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from Norfolk Governor Services.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of ‘Keeping Children Safe in Education’ (2019). KCSiE provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Board at www.norfolklscb.org and within the Safeguarding Section of the Norfolk Schools website: http://www.schools.norfolk.gov.uk/safeguarding.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 RHSC adheres to child protection procedures that have been agreed locally through the Norfolk Children’s Safeguarding Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with Norfolk Local Assessment Protocol and the NSCB Threshold Guidance.

5.2 Every member of staff including volunteers working with children at our school 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 interests of the child and have a responsibility to take action as outline in this policy.
5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is not the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information to the relevant agency in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be aware of all concerns and queries regarding any safeguarding concerns in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to a DSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. Information is shared weekly in a DSL team meeting and the Designated Safeguarding lead chairs and ratifies the minutes of these meetings.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1). All school and college 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. A summary of these indicators can be found in the Norfolk Threshold Guide and were reviewed by staff as part of the annual update training. In addition to this one indicator that has been recognised specifically at RHSC is the rise in self-harm. This can take many forms such as cutting, scratching, risk taking behaviour and eating issues to name but a few. Staff are asked to consider these behaviours careful and not dismiss them but to follow our safeguarding reporting procedures.

5.7 Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented. The school website has a bullying report form whereby pupils or parents can alert the school to a concern. There is central safeguarding email publicised alongside pictures of all school DSL’s on school all desktops. This allows pupils to self-refer to the safeguarding team. In addition to this the school website has a reporting form which can be accessed by parents or pupils and links to the Safeguarding email.
5.8 All referrals will be made in line with Norfolk Children’s Advice and Duty Service (CADS) procedures as outlined in Appendix 3 in KCSiE.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children’s Advice and Duty Service (CADS) immediately. Anybody can make a referral. If the child’s situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children’s Advice and Duty Service (CADS) (0344 800 8021), or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil’s safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children’s Advice and Duty Service (CADS) directly with their concerns.

6. SPECIFIC CONCERN GUIDANCE (This list is not exhaustive)

**Peer on Peer Abuse**

6.1 All staff should be aware that safeguarding issues can manifest themselves via peer on peer or sibling abuse. This is most likely to include, but may not be limited to:

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

Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant
harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse.

Greater emphasis has been placed on two categories within peer on peer abuse. As such we have made reference to them below but staff are advised to read the full guidance and examples given in KCSiE Annex A.

**Sexual violence**

6.2 It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003\(^1\) as listed below:

- Rape
- Assault by Penetration
- Sexual Assault

We recognise that a sensitive issue within this is consent and as such staff dealing with this must be mindful of the surrounding issues.

**Sexual Harassment**

6.3 As a school when referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. We will challenge behaviours that are potentially criminal in nature (Such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts).

‘Upskirting’ Typically involves taking a picture under someone’s clothing without them knowing with the intention of view their genitals or buttocks, or obtaining sexual gratification, or cause the victim humiliation, distress or alarm. All staff now recognise that this is a criminal offence.

We recognise that the initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe.

6.4 We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and these are discussed in staff training. Staff have been alerted to the fact that certain groups are more vulnerable and potentially more at risk. These additional barriers can include:

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

6.5 At RHSC we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called ‘honour-based’ violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children’s social care.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers 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. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance:
Our procedures also take note of the recent (2018) Ofsted review.

6.6 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society. At RHSC, we will ensure that:
• Through training, staff, volunteers and governors understand what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
• There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.
• The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
• The DSL will make referrals in accordance with Norfolk Channel procedures and will represent our school at Channel meetings as required.
• Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

6.7 ‘County lines’ is criminal exploitation of children where drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban or rural areas, market and seaside towns.

The DSL team have had guidance on ‘County Lines’ through their local police team. This included a presentation to relevant aged pupils. Staff have had
further information and understand to be vigilant for the warning’s signs and indicators that a pupil may be being exploited. Some of these are:

- Attendance – missing episodes where the pupils may be being used to traffic drugs
- Force and or enticement methods of compliance
- Unexplained gifts or cash

6.8 Homelessness is recognised as presenting real risk to a child’s welfare. School staff will be encouraged to report concerns through the Safeguarding team. The team will then contact parents and the relevant professionals. Each situation of this nature is unique, some examples of previous support include: home visit, early help referral, FSP, assisting with school transport, Leeway referral e.t.c.

6.9 Domestic abuse; We recognise that this can take many forms and can generally be defined as any incident or pattern of incidents of controlling, coercive, 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. Again, staff are encouraged to relay concerns, this may be through doubts discussed at pastoral level up to full disclosures flagged to the Safeguarding team. DSL’s will support the pupils in school, consider whether mentoring or counselling may help and assist in pointing parties to the relevant professionals, this can include referrals to specific agencies such as Leeway.

7. RECORDS AND INFORMATION SHARING
7.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child’s academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of ‘need to know in the child’s interests’ and on the understanding that it remains strictly confidential.

7.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child’s life.

7.4 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the
form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

8. WORKING WITH PARENTS & CARERS

8.1 RHSC is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children’s Services.

8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents’ rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

8.4 We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Children’s Advice and Duty Service (CADS) in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:
- Full names and contact details of all adults with whom the child normally lives with;
- Full names and contact details of all persons with parental responsibility (if different from above);
- The school is now legally required to have at least two emergency contacts per child
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The School will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult’s full details in writing.
8.6 In line with KCSIE 2019 we recognise the change in procedure with regards to host families’ accommodating overseas pupils. As a school we will act on the further advice and guidance given in Annex E, implementing new recommendations to fulfil our duty of keeping pupils safe.

8.7 At RHSC We are working in partnership with Norfolk Constabulary and Norfolk Children’s Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-Agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the ‘Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools’. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

9. CHILD PROTECTION CONFERENCES

9.1 Children’s Advice and Duty Service (CADS) will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

9.3 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the NSCB. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child’s physical, emotional and intellectual development and the child’s presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

9.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children’s Advice and Duty Service (CADS) or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.
10. SAFER RECRUITMENT

10.1 We will ensure that the Headteacher and at least one member of the Governing Board have completed appropriate safer recruitment training. At all times the Headteacher and Governing Board will ensure that safer recruitment practices are followed in accordance with the requirements of ‘Keeping Children Safe in Education’, DfE (2019).

10.2 At RHSC we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

10.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

11. SAFER WORKING PRACTICE

11.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

11.2 All staff will be provided with a copy of our school’s code of conduct at induction. They will be expected to know our school’s Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

11.3 If staff, visitors, volunteers or parent helpers (with current DBS) are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open. Adults in school without DBS will be escorted at all times. Planned visits from volunteers require the staff host to inform SLT through completion of the visitor’s form, this may prompt a risk assessment to decide if the volunteer needs and enhanced DBS check (This will generally happen if the visitors is going to be regular or working for a substantial length of time unsupervised). All visitors to the school during school hours are expected to sign in and read our safeguarding leaflet. They will also take a visitor’s identification badge so that they can be clearly identified. Members of staff from partner
organisations such as other Synergy staff or social workers are expected to present their ID badge on arrival.

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in ‘Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings’ (October 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

12.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

12.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

12.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Norfolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children and Part 4 of ‘Keeping Children Safe in Education’, DfE (2018) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted to request a consultation or to make a referral via email: LADO@norfolk.gov.uk.

12.4 If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

12.5 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing Board will undertake further investigations before receiving advice from the LADO.
12.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO. Further national guidance can be found at: Advice on whistleblowing. The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk. In Norfolk there is also a local helpline available at the PDC 01603 307797.

12.7 The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who 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. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

13. OTHER RELEVANT POLICIES

13.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Behaviour Policy
- Anti-Bullying
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-Safety
- Health and Safety including site security
- Educational visits including overnight stays
- Preventing extremism and radicalisation
- Intimate Care
- First Aid
- Positive Handling and Managing Behaviour
- Harassment and Discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- SEND and Inclusion
- Policy for Children who are Looked After

14. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:
• 'Working Together to Safeguard Children' DfE (July 2018)
• 'Keeping Children Safe in Education' DfE (2019)
• Norfolk Safeguarding Children Partnership procedures
• Norfolk Safeguarding Children Partnership Protocol: Allegations Against Persons who Work with Children
• 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (May 2019)
• 'What to do if you're worried a child is being abused', DfE (March 2015)
• Information sharing: advice for practitioners providing safeguarding services, DfE (July 2018)
• 'The Prevent duty: Departmental advice for schools and childcare providers', DfE (June 2015)
• Mandatory Reporting of Female Genital Mutilation- procedural information Home Office (Last Updated 1st Dec 2016)
• Sexual violence and sexual harassment between children in schools and colleges', DfE (May 2018)
• 'Teaching online safety in school' DfE (June 2019)
• 'Children Missing Education', DfE (2016)
• Teaching online safety in school (June 2019)
Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to a DSL if they have a safeguarding concern about a child in our school.

<table>
<thead>
<tr>
<th>Full name of child</th>
<th>Date of Birth</th>
<th>Tutor/Form group</th>
<th>Your name and position in school</th>
</tr>
</thead>
</table>

Type of Concern (please tick one or more)

<table>
<thead>
<tr>
<th>Physical</th>
<th>Sexual</th>
<th>Neglect</th>
<th>CSE</th>
<th>E Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevent</td>
<td>Emotional</td>
<td>Forced Marriage</td>
<td>FGM</td>
<td>Other</td>
</tr>
</tbody>
</table>

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Was there an injury?  Yes / No  Did you see it?  Yes / No

Describe the injury:

Have you filled in a Board plan to show where the injury is and its approximate size?  Yes / No

Who are you passing this information to?
Name:  Position:

Your signature:

Time form completed:  Date:
Time form received by DSL:

Action taken by DSL:

<table>
<thead>
<tr>
<th>Attendance Improvement Officer</th>
<th>Police</th>
<th>School Nurse</th>
<th>Children’s Services</th>
<th>Pastoral Team</th>
<th>Tutor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Date:                      Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to…?

<table>
<thead>
<tr>
<th>Pastoral team</th>
<th>Tutor</th>
<th>Child</th>
<th>Person who recorded disclosure</th>
</tr>
</thead>
</table>

Further Action Agreed:
*e.g. School to instigate a Family Support Process, assessment by Children’s Services*

Full name:
DSL Signature:
Date:
Older Child
Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from Mrs Barley or Mr Gibbs. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child’s foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Board. Alternatively, you can contact the Local Authority Designated Officer. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in school are:

<table>
<thead>
<tr>
<th>Designated Safeguarding Lead (DSL)</th>
<th>Mrs A Barley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of office:</td>
<td>SEN office</td>
</tr>
<tr>
<td>Contact Number:</td>
<td>01603 870328 (ext 257)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chair of Governing Board</th>
<th>Mrs D Boldero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Number:</td>
<td>via school, 01603 870328</td>
</tr>
</tbody>
</table>

At RHSC we strive to safeguard and promote the welfare of all of our children.
Appendix 3: Local Safeguarding Procedures

Children’s Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:

Can you evidence that the child is experiencing or likely to suffer significant harm?

YES

Do you have the consent of the parents/young person to make contact with CADS or have you informed them of your intention to do so?

NO

Have you discussed the child's needs with your agency safeguarding lead or your line manager?

Inform the parents and/or gain their consent for you to make this contact unless doing so would put the child at risk

Discuss the child with your agency safeguarding lead or line manager if available and follow their advice when providing support to the family

Have you considered setting up an FSP or Have you carried out an Early Help assessment and/or Early Help Plan with the child and their family?

Gather all the family’s details including dates of birth, current address, current and working contact details and family composition, along with the history and current worries.

Have you carried out an Early Help Assessment or seek Early Help support. Follow the Early Help guidance on the NSCB website to support you in this process.

Call CADS on the professionals only phone line. This number can be found in the staffroom. Have a discussion with a Consultant Social Worker. A copy of the discussion with be securely emailed or posted to you. Follow the advice given by the Consultant social worker. Keep a record for your own agency’s safeguarding recording process

NB: The contact number for parents, carers and members of the public is 0344 800 8020.

Where you have carried out an Early Help Assessment and Plan which has been reviewed and amended as required - and the child’s needs are not being met or in fact have increased, gather the information requested.
Appendix 4: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.

Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk

Do you have a safeguarding concern in respect of someone who volunteers or works with children?

Call: 01603 307797

The Duty Adviser will listen and discuss next steps which may include:

- HR Support
- LADO Referral