Safeguarding and Child Protection Policy

Approved by: Governors Approved on: September 2021

STA Contact: Headteacher Revision due: September 2022

This policy will be renewed as per the renewal schedule. Should there be new government policy or guidance e.g. an updated version of 'Keeping Children Safe in Education' prior to the updating of this policy, it will supersede the information given below.

This policy should be read in conjunction with:

- Safeguarding and Child Protection Guide (updated annually by West Sussex County Council)
- The Child Protection and Safeguarding Procedure
- Appendix 1 – Types and Signs of Abuse
- Appendix 2 – The Role of the DSL
- Appendix 3 – Specific Safeguarding Issues and Terminology

The Designated Safeguarding Lead (DSL) is Paul Guyan
The Deputy Designated Safeguarding Leads (DDSL) are Mia Lowney, Matthew Laker, Matthew Carter, Harriet Goss, Maria Stewart
The named Governor for Safeguarding is Peter Woodman
The named person for Looked After Children is Paul Guyan
The named person for Female Genital Mutilation is Paul Guyan
The named person for Child Sexual Exploitation is Paul Guyan

West Sussex Multi-Agency Safeguarding Hub (MASH):
Tel: 01403 229900
(Out of Hours – 0330 222 6664)
MASH@westsussex.gov.uk

Key Contacts

- Referrals to MASH
  - Referrals to MASH should be made on the following web-based forms which can be accessed here:
    - Adults - https://www.westsussex.gov.uk/raiseaconcernaboutanadult
    - Children's - www.westsussex.gov.uk/Raiseaconcernaboutachild
  - Referrals can also be made by telephone to 01403 229900
- Local Authority Designated Officers (LADO):
  - The LADO's for West Sussex area:
    - Miriam WILLIAMS
    - Donna TOMLINSON
  - Assistant LADO:
    - Sally ARBUCKLE
  - LADO Contact Details
    - LADO should be contacted either by email: LADO@westsussex.gov.uk or by phone, LADO Consultation Contact No. 0330 222 6450 (Mon – Fri 9.00am – 5.00pm)
  - Safeguarding in Education Team
    - TELEPHONE 03302 224030 Safeguarding.Education@westsussex.gov.uk

If you feel that a child is at immediate risk of danger, please call 999 without delay.
The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection or safeguarding failures internally. Staff can call 0800 028 0285 – the line is available from 8.00am to 8.00pm Monday to Friday and staff can email: help@nspcc.org.uk.

1. Aims

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding and child protection issues.

2. Legislation and Statutory Guidance

This policy is based on the Department for Education's statutory guidance 'Keeping Children Safe in Education', 'Working Together to Safeguard Children' (February 2020) and the 'Governance Handbook'. It also complies with DFE and Local Authority guidance.

This policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014 which places a duty on academies and independent schools to safeguard and promote the welfare of students in the school.
- The Children Act 1989 (and 2004 amendment) which provides a framework for the care and protection of children.
- Section 5B (11) of the Female Genital Mutilation Act 2003 as inserted by section 74 of the Serious Crime Act 2015 which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- Statutory guidance on FGM which sets out the responsibilities with regards to safeguarding and supporting girls affected by FGM.
- The Rehabilitation of Offenders Act 1974 which outlines when people with criminal convictions can work with children.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 which defines what 'regulated activity' is in relation to children.
- Statutory guidance on the Prevent duty which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.
- Advice in Searching, Screening and Confiscation DFE Jan 2018.
- West Sussex County Council Safeguarding and Child Protection model policy.

3. Definitions

a. **Safeguarding** and promoting the welfare of children means:
   - Protecting children from maltreatment.
   - Preventing impairment of children's health or development (including mental health).
   - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
   - Taking action to enable all children to have the best outcomes.

   Safeguarding is a term which is pre-emptive and involves steps taken to prevent children from harm.

b. **Child Protection** means:
   i. Activities undertaken to prevent children suffering or being likely to suffer significant harm.
   ii. Activities undertaken to ensure that where there has been harm in the past, the school does everything it can to ensure that the harm is never repeated.

Child Protection is a part of Safeguarding, the latter being an umbrella term.

c. Abuse is:
A form of maltreatment of a child and may involve inflicting harm or failing to prevent harm. Appendix 1 explains the different types of abuse.

d. Neglect is:
A form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the impairment of the child's health or development. Appendix 1 defines neglect in more detail.

4. Equality Statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

- We give special consideration to children who:

- Have special educational needs or disabilities.
- Are looked after children (LAC).
- Are young carers.
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality.
- Have English as an additional language.
- Are known to be living in challenging situations e.g. temporary accommodation or where there are issues such as substance abuse or domestic violence.
- Are at risk of FGM, sexual exploitation, forced marriage or radicalisation.
- Are asylum seekers.

5. Responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the local children's safeguarding board.

a. All staff will:

i. Read and understand Part 1 and Annex A of the Department for Education's statutory safeguarding guidance 'Keeping Children Safe in Education' September 2020 and review this guidance at least annually.
ii. Receive an annual Safeguarding and Child Protection Training Update.
iii. Be familiar with types of abuse and possible signs. See Appendix 1 and Appendix 3.
iv. Understand our systems which support safeguarding, including the staff code of conduct and the role of the designated safeguarding lead.
v. Understand their role in identifying potential issues for children, liaising with the DSL or DDSL and sharing information with other professionals to support early identification and assessment.
vi. Know what to do if they identify a safeguarding issue or a child protection issue both in and outside school hours.
vii. Know the signs of different types of abuse and neglect as well as specific safeguarding issues e.g. child sexual exploitation (CSE), FGM, radicalisation and sexual harassment/violence.
viii. Not promise confidentiality to any child who makes a disclosure.
ix. Put the needs and safety of the child first
x. Report any suspicion of FGM directly to the appropriate body with the DSL/DDSL present.
xi. Be mindful of safeguarding when planning learning, recreational or other activities involving children or executing their duties in school.
xii. Challenge any form of derogatory or sexualised language or behaviour.
xiii. Be vigilant to issues that affect different genders e.g. aggressive touching or grabbing towards female students, initiation or hazing type violence with respect to male students.
xiv. Ensure the curriculum notes the importance of behaviour and consent.
xv. Understand that a child harming a peer could be a sign that the child is themselves being abused and that this would fall under the scope of this policy.
xvi. Be mindful of the prejudice and inappropriate language used towards groups such as transgender, LGBT (Lesbian, Gay, Bisexual and Transgender) groups and ensure such prejudice and language is not tolerated.

b. The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

Our DSL is Paul Guyan. The DSL takes lead responsibility for child protection and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss and safeguarding concerns. Out of school hours, the DSL can be copied in by email through the school system. Should the DSL be off site in school hours, the Deputy DSLs are Mia Lowney, Matthew Laker, Maria Stewart, Harriet Goss, Matthew Carter– he/she/they will act in place of the DSL.

The DSL is responsible for:

i. Providing advice and support to other staff on child welfare and child protection matters.

ii. Taking part in strategy discussions and inter-agency meetings and/or support other staff to do so.
iii. Ensure that staff are familiar with policy and procedures.
iv. Referring suspected cases, as appropriate to the relevant body (local authority children's social care,
v. Channel programme, Disclosure and Barring service, police) and support the Headteacher or other staff employed to make such referrals directly.
vi. Confirming verbal referrals in writing within 24 hours of the initial referral.
vii. Seeking advice from the local authority multi service hub (MASH) where there is uncertainty about making a referral.
viii. Reporting back to and liaising with staff making referrals to the DSL.
ix. Ensuring staff receive annual Safeguarding and Child Protection training updates
x. Ensure their own Lead Child Protection and Safeguarding training is updated every two years (and in addition update their own skills through briefings, bulletins, DFE guidance).
xi. Keeping the Headteacher informed of any issues and liaising with local authority case managers and designated officers for child protection concerns as appropriate.
xii. Recording allegations appropriately
xiii. Maintaining Child Protection Records for students and of allegations.

The full responsibilities of the DSL/DDSL are set out in the Safeguarding and Child Protection Guide.

c. The named person for Looked After Children is Paul Guyan

They will:
i. Ensure that they have appropriate training to carry out the role.
ii. Be the main point of contact for staff working with Looked After Children.
iii. Deliver any training needed by staff with regard to Looked After Children.
iv. Ensure any extra funding allocated for Looked After Children is spent appropriately.
v. Ensure educational opportunities and pastoral support for Looked After Children is appropriate.
vi. Monitor and promote the educational progress of Looked After Children.
vii. Liaise with external bodies dealing with Looked After Children including Social Services/Children's Services.

d. The named person for Female Genital Mutilation (FGM) is Paul Guyan

They will:
i. Ensure that they have appropriate training to carry out the role (including the reading of appropriate DFE guidance e.g. Guidance for Professionals May 2016).
ii. Be the main point of contact for staff who suspect FGM.
iii. Ensure that any staff referring a potential case of FGM make a phone call to 101 with the DSL or DDSL present.
iv. Be the main point of contact for students who are either potentially facing FGM or who have already experienced FGM.
v. Be the main point of contact for health professionals (and others) dealing with known cases of FGM.
vi. Maintain appropriate confidentialities with respect to possible cases of FGM.
vii. Be alert to risk factors and signs of FGM.

e. The named person for Child Sexual Exploitation (CSE) is Paul Guyan

They will:
i. Ensure that they have appropriate training to carry out the role (including an understanding of Child sexual exploitation: definition and guide for practitioners DFE Feb 2017)
ii. Be the main point of contact for staff who suspect CSE.
iii. Be the main point of contact for students who are either potentially involved in or victims of CSE or who have already experienced CSE.

iv. Be the main point of contact for health professionals (and others) dealing with known cases of CSE.
v. Maintain appropriate confidentialities with respect to possible cases of CSE.
vi. Be alert to risk factors and signs of CSE.
vii. The Governing Body
viii. The named Governor for Safeguarding and Child Protection is Katherine Laux.
ix. The Governing Body will scrutinise and approve this policy as appropriate at each review and hold the Headteacher to account for its implementation.
x. The named Governor will monitor the effectiveness of this policy in conjunction with the full governing body.
xi. The Chair of Governors, where appropriate will act as the 'case manager' in the event that an allegation of abuse is made against the Headteacher.

f. The Headteacher

The Headteacher is responsible for the implementation of this policy including:

i. Ensuring all staff (including temporary staff) are informed of this policy as part of their induction.
ii. Communicating this policy to parents when their child joins the school and on the school website.
iii. Ensuring that the DSL has appropriate time, funding, training and resources and that there is always adequate cover if the DSL is absent.
iv. Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly.
v. Act as the 'case manager' in the event of an allegation of abuse being made against another member of staff or volunteer.
vi. Report all allegations made against staff to the Local Authority Designated Officer (whether deemed founded or unfounded).

6. Confidentiality

a. Staff will never promise a child that they will not tell anyone about an allegation or concern as this may not be in the child's interests. In addition, where there are safeguarding concerns later proven, the staff member would have been breaking the law.
b. Staff will pass on safeguarding concerns to the DSL/DDSL quickly, effectively and not discuss matters in a public forum.
c. Confidentiality is also addressed in the CP and Safeguarding Procedure.
d. Information should be passed on, on a need to know basis and staff should be mindful that it is not appropriate to discuss or disclose personal student/parent/carer issues with other non-related staff/parents/students.
e. The DFE emphasises that 'The Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.'

7. IT

a. The school will ensure that a suitable filtering and monitoring system is in place and that any inappropriate access to e.g. radicalisation, pornographic sites is reported and dealt with by the appropriate member of senior staff.
b. Internet safety is vital to the school's ICT and other curriculum and should be embedded into PSHE and/or the tutor and assembly programme.
c. Staff will receive regular updated training regarding online safety.

8. Training

a. All staff should receive annual Child Protection and Safeguarding update/training.
b. DSLs and DDSLs should update their Lead Child Protection Training every 2 years.

c. Schools should have a regular programme of staff training which covers:
   i. Domestic violence
   ii. Prevent and radicalisation
   iii. FGM
   iv. Sexual Harassment and Violence
   v. CSE (Child Sexual Exploitation)
   vi. Online risks and protective behaviours
d. Schools should ensure that any staff working closely with students on Child Protection or Safeguarding issues including the DSL and DDSL read and understand the following DFE guidance.
   i. Sexual Violence and Sexual Harassment Between Children in Schools https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf
   ii. Criminal Exploitation of Children and Young Adults, County Lines Guidance
   iii. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCountyLinesGuidanceSept2018.pdf
   iv. Working Together to Safeguard Children https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
   v. Keeping Children Safe in Education September 2019 (entire document)
   vi. Teaching Online Safety in Schools 2019 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf
   vii. What to do if you think a child is being abused; advice for practitioners https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

9. Recruitment and Selection of Staff

All staff will be recruited used Safer Recruitment procedures. At least one staff member involved in scrutinising applications and one staff member interviewing will be safer recruitment trained. Appropriate checks will be made.

See the Safeguarding and Child Protection Guide.

10. Single Central Record

All schools will keep an up to date single central record with appropriate checks for each staff member including where applicable an identity check, an enhanced DBS, a barred list check, a prohibition from teaching check, a Section 128 check, further checks on those who have lived or worked outside the UK, professional qualification check, right to work in the UK check. Records will also be kept regarding the date of completion of annual safeguarding training and the date and signing of reading and understanding Keeping Children Safe in Education and relevant Safeguarding policies and procedures.