

Kingsdown Secondary School

Safeguarding Policy

(Incorporating Child Protection and the Prevent Duty)

Annual Review date: January 2016
Next review date: January 2017

School Contacts

The Designated Safeguarding Lead is:

Name: Stephanie Henry

In her absence Cover is:

Name: Lisa Courtney

The Nominated Governor for Child Protection is:

Name: Kevin Henry

Contact details: 020 8657 1200

However the responsibility to take appropriate safeguarding action is shared by all staff.

Local Authority Contacts

Local Authority Designated Officer: Steve Hall: 020 8239 4322

Messages/Support 020 8726 6000 Ext.63227

For general child protection and safeguarding advice: Safeguarding Consultation line: 020 8726 6464

For Child Protection & Child in Need referrals: www.croydon.gov.uk and follow the link '[Concerned about a Croydon Child](#)'

For an immediate safeguarding response: Croydon Council's Contact centre: Telephone 020 8726 6400 or dial 999 for the police

School Early Help Advisor: Gemma Driver: 020 8726 6000 EXT 16376 earlyhelp@croydon.gov.uk or www.practitionerspacecroydon.co.uk

To report a child missing from education (CME)

Email: ChildrenMissingfromEducation@croydon.gov.uk

Telephone: 0208 726 6000

PREVENT - WHERE TO GET ADVICE

Telephone or email advice and/or email referral:

carl.parker@ croydon.gov.uk (Partnership and Policy Coordinator – crime and anti-social behaviour) or phone 0208 726 6000 ext. 88974 or Manager Cheryl Wright.

Advice and/or referral PC Harvey Teague – SO15 Prevent - Croydon

Tel: 07766 206451. email: Harvey.b.teague@met.pnn.police.uk

Or call Police on 101.

For advice only:

Dept. Of Education Helpline: 020 7340 7264

Email: counter.extremism@education.gsi.gov.uk

In an emergency don't delay dial 999

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CHILD PROTECTION POLICY STATEMENT

Kingsdown Secondary School is committed to safeguarding and promoting the welfare of all its pupils. All staff, volunteers and Governors share this commitment. Each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare. We all recognise that the welfare of the child is paramount.

Kingsdown Secondary School believes that it is always unacceptable for a child or young person to experience abuse of any kind and takes very seriously its duty towards all its pupils who have been entrusted to its care. We seek to provide a school environment where all children are safe, secure, valued, respected, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.

This policy applies to all children and young people. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

Kingsdown will work in partnership with children, young people, their parents, carers and other agencies to promote the welfare of our young people.

POLICY AIMS

This policy aims:

To ensure that the risk of harm to children's welfare is minimised and that the welfare of children is promoted. We understand the term safeguarding to mean protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse and concern. This duty extends to the identification of early concerns and providing or signposting help to prevent these from escalating.

To have a Child Protection Policy that guides the procedures and practices of staff when safeguarding children and promoting their welfare.

To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.

To emphasise the need for good levels of communication between all members of staff.

To develop and promote effective working relationships with other agencies, especially the Police and Social Care. Where we have any concerns about a child's welfare **we will take all** appropriate action to address those concerns by working in full partnership with other agencies.

To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance), and a central record is kept for audit.

Kingsdown Secondary School's work in safeguarding and protecting children will always have regard for the national guidance issued by the Secretary of State and is in line with local guidance and procedures. (Working Together to Safeguard Children March 2015; the London Child Protection Procedures 2015; Keeping Children Safe in Education July 2015; and What to do if you're worried a child is being abused: March 2015.)

This policy will be reviewed each time any subsequent guidance is issued by the Secretary of State and/or at least annually.

This policy is available to all parents either in hard copy or from our website: www.kingsdownsse.com.

A range of other school policies are central to many aspects of this Child Protection Policy, and this document should therefore be read in conjunction with our Policies for:

- Anti-Bullying
- Attendance
- Behaviour Management and Physical Intervention
- E-safety
- Health & Safety
- Safer Recruitment
- Safe Working Practices for Staff and Volunteers
- Code of Conduct
- Confidentiality
- Allegations of abuse against staff

DEFINITIONS & PRINCIPALS

A child is any person who has not yet had their eighteenth birthday. Social Work Teams will also act to protect unborn children and offer ongoing support, up to 25 years, to some children who have been in care.

Government's specific ambition for children is that they will achieve the Every Child Matters key outcomes:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being.

OUR RESPONSIBILITIES

Governors

All members of the governing body understand and fulfil their responsibilities, namely to ensure that:

- there is a Safeguarding/Child Protection policy
- the school operates safer recruitment procedures
- the school has procedures for dealing with allegations of abuse against staff
- a senior leader has Designated Safeguarding Lead responsibility
- the Designated Safeguarding Lead undertakes interagency training and Designated Safeguarding Lead training updated every 2 years
- all other staff have Safeguarding training
- any weaknesses in Child Protection are remedied immediately
- the Chair of Governors is the nominated Governor for allegations against the Headteacher
- Safeguarding/Child Protection policies and procedures are reviewed annually

DESIGNATED SAFEGUARDING LEADS

The Designated Safeguarding Lead is Stephanie Henry. In her absence her role is covered by Lisa Courtney. They will:

- have undertaken the compulsory training undertake other training as required, at least every 2 years;
- Refer a child if there are concerns about possible abuse and acting as a focal point for staff to discuss concerns ;
- Keep written records of concerns about a child even if there is no need to make an immediate referral;
- Ensure that all such records are kept confidentially and securely and are separate from pupil records, **until the child's 25th birthday**, and are copied on to the child's next school or college;
- Ensure that an indication of the existence of the additional file in above is marked on the pupil records;
- Liaise with other agencies and professionals; including providing a co-ordinated offer of early help when additional needs are identified
- Ensure that either they or another staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents;
- Ensure that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team;
- Organise child protection induction, and update training regularly and at least every 3 years, for all school staff;
- Refer all cases of suspected abuse to The local authority designated officer/team for child protection concerns which concern a staff member;

- Refer all cases of suspected abuse to the Disclosure and Barring Service where a person is dismissed or left due to risk/harm to a child;
- Refer all cases of suspected abuse to Police in cases where a crime may have been committed,
- Provide, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the Designated Safeguarding Leads, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised.)

THE HEADTEACHER

The Head Teacher and at least one member of the governing body will also complete Safer Recruitment Training (currently on-line on the DfE website) to be renewed every 5 years.

The Headteacher will ensure that child protection concerns or allegations against adults working in the school are referred to the Local Authority Designated Officer/ team for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

STAFF

- All staff must be clear about their own role and that of others in providing a caring and safe environment for all pupils and must know how they should respond to any concerns about an individual child that may arise. To this end Kingsdown Secondary School will ensure that all staff, whether permanent or temporary, and volunteers know the member of the senior leadership team who is the designated safeguarding lead having overall responsibility for child protection and safeguarding.
- All members of staff and volunteers are provided with safeguarding and child protection awareness information at induction.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns.
- All other staff and governors, have child protection awareness training, updated regularly and at least every 3 years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse. Staff must never promise confidentiality in such cases.

- Staff cannot have confidential relationships with parents/carers or students. The appropriate authorities must always be informed if there are things that cause belief that a child is at risk of significant harm. The Police must also be informed if we are made aware of any criminal activities.
- If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. If the designated Safeguarding Lead or Cover cannot be reached, anybody can make a referral. Similarly, if the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

PARENTS AND CARERS

All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Safeguarding and Child Protection Policy, and reference to it in our leaflets., *Equalities, SRE and Drugs at Kingsdown – Information for Parents/Carers* and *Behaviour Management at Kingsdown – Information for Parents/Carers*

KEEPING CHILDREN SAFE – Procedures (full definitions and procedures can be found in Appendices A-E)

Child Protection - Responding to concerns about individual children Responding To Patterns of Concern

Where staff recognise signs of suspected abuse or safeguarding concern they will keep a written record of any physical or behavioural signs or symptoms on a Safeguarding Expression of Concern Sheet (see appendix D) and pass it to the designated child protection officer.

All children at **Kingsdown Secondary School** must be able to place their trust and confidence in any adult working in the school. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises child protection concerns. SEE APPENDICES A - E FOR MORE COMPREHENSIVE INFORMATION AND PROCEDURES WHICH MUST BE FOLLOWED.

All staff must:

- Listen to what the child is saying without interruption and without asking leading questions as this may void any disclosure received in a court case or investigation.
- Stay calm and reassuring. Respond with tact and sensitivity and do not make judgements.
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that h/she has done the right thing in telling.
- Believe in what they are being told; take allegations or suspicion of abuse seriously.

- Explain to the child that in order to keep him/her safe from harm the information that has been shared with must be passed on
- Record, as soon as possible and always within 24 hours of the situation arising, what was said using the child's actual words without personal interpretation of what has been said and without making assumptions.
- Report what has been disclosed to the Designated Person in the school.
- Sign and date the record.

The Designated Safeguarding Lead will:

- Assess any urgent medical needs of the child.
- Consider whether the child has suffered, or is likely to suffer significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions
- Seek advice if unsure that a child protection referral should be made.
- The Designated Safeguarding Lead will either make a referral to the child's Local Authority Children Services or, if a referral is not considered appropriate at that stage, make full written records of the information that they have received detailing the reasons for the judgement that the matter was not referred to the local authority.

Referral Time Scales

Referrals following specific incidents should be made within 24 hours. Where concern has built over a period of time, referral may be delayed. However, long delays must be avoided. **In an emergency or if a delay is likely because the Designated Safeguarding Lead or the Head Teacher cannot be reached, the staff member concerned must make the referral themselves. If the child is at risk of immediate harm then the Police should be called.**

Child Protection – Recognition and Response to Abuse

Owing to the nature of the day-to-day relationship children at Kingsdown Secondary School have with staff all adults working in the school are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person. Allegations or concerns about peer on peer abuse will be taken as seriously as abuse perpetrated by an adult and concerns must be referred to social services following the usual school procedures.

All staff must therefore be alert to any possible indicators that a child is suffering harm and report any concerns to the Designated Person Safeguarding Lead. All staff at Kingsdown Secondary School must recognise that it is a statutory duty to ensure that children are protected from harm. If, at any point, there is a risk of immediate serious harm to a child and the Designated Safeguarding Lead or Cover cannot be reached, anybody can make a referral or speak to Social Services. Similarly, if the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child and in the case of peer on peer abuse, the perpetrator at some point. If there is

genuine concern that appropriate action has not been taken, staff members can speak directly to Social Care.

We recognise that there are four main definitions of child abuse, including neglect, as defined in Chapter 4 of the London Child Protection Procedures and as defined in more detail in this policy in Appendix A .

The four main definitions of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

With further areas of concern (also defined in appendix A) being:

5. Domestic (Family) Violence
6. Bullying
7. Children who go missing from Care and home
8. Children missing from education (CME)
9. Child Sexual Exploitation (CSE)
10. Child trafficking
11. Private Fostering
12. Forced Marriages
13. Under-age Marriage
14. FGM (Female Circumcision) From October 2015 there is a statutory duty for teachers to report to the police that FGM appears to have been carried out on a girl under the age of 18 years.
15. Ritualistic Abuse
16. Safeguarding Children and Young People Vulnerable to Violent Extremism (PREVENT DUTY)
17. Drugs
18. Sexting
19. Teenage relationship abuse
20. Gender based violence
21. Mental health
22. Faith abuse
23. Gangs and youth violence

Safeguarding – Providing a Safe Environment

All parents and carers of pupils attending Kingsdown Secondary School must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at school. We will do this by:

- Promoting a caring, safe and positive environment within the school

- Ensuring that our staff are appropriately trained in safeguarding and child protection, including the Prevent Duty(staff are able to identify children who may be vulnerable to radicalisation or being drawn into terrorism) according to their role and responsibilities and keep a record of all training undertaken
- Encouraging the self-esteem and self-assertiveness of all pupils through the curriculum so that the children themselves become aware of danger and risk and what acceptable behaviour is and what is not.
- Working in partnership with all other services and agencies involved in the safeguarding of children
- Notifying Social Care as soon as there is a significant concern
- Displaying appropriate posters that detail contact numbers for child protection help-lines
- Always following Safer Recruitment procedures when appointing staff or volunteers to work in our school
- Welcoming visitors in a safe and secure manner
- Undertaking risk assessments when planning out of school activities or trips
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include across the curriculum, including PSHCE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. This incorporates the spiritual, moral, social and cultural development of pupils; and includes an understanding of fundamental British Values. Kingsdown will endeavour to be a safe place where pupils can explore, understand and discuss sensitive topics and learn to challenge extremist views and resist radicalisation.

Early Help Pathways

Working Together to Safeguard Children (2013) sets out a clear expectation that local agencies 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. All services which are provided must be based on a clear understanding of the needs and the views of the individual child in their family and community context

Safeguarding & Child Protection in Specific Circumstances

Attendance

We are aware that a pupil’s unexplained absence from school could mean that they are at risk from harm through abuse or neglect.

- (1) We will always report an unexplained absence of a child with a Child Protection Plan to the child’s social worker within one day

- (2) We will always seek to clarify the reason for a child's absence from school with the child's parent or carer as soon as is practicable on the first day
- (3) We will always report to the local authority any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State.)
- (4) We will always report to the local authority the name of any child who has been newly registered to attend our school but does not arrive on the expected day
- (5) We will always report to the Education Welfare Service or the local authority the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.
- (6) We will inform the local authority of any pupil who is going to be deleted from the admission register where they:
 - have been taken out of school by their parents and are being educated outside the school system e.g. home education;
 - have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
 - have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
 - are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
 - have been permanently excluded.

Pupil Behaviour

We will always aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy.

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person

We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carers.

- (1) No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action

(2) We will always record any occasion when physical intervention has been necessary

(3) We will always notify parents or carers of any such incident

Bullying and cyber bullying

We understand that bullying is harmful to children. We have an anti-bullying policy that sets out our aim of ensuring no child becomes a victim of bullying and the work that we carry out in school to foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately.

We understand that bullying make take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

Staff members witnessing a child being bullied or receiving complaints over bullying have a duty to do whatever is within their power to stop the situation, while avoiding putting themselves or the child in danger.

Staff should always discuss instances of bullying with a senior manager. This should occur immediately if the situation is beyond their ability to deal with.

It is important to be aware of the possible use of weapons to covertly, or overtly threaten. All actual or threatened use of weapons or threat of physical force must be reported to the Police.

E-Safety

We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy that addresses how we minimise those risks in school (including risks from terrorist and extremist material) and teach children how to stay safe when using the internet and social media in their lives out of school.

We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our IT equipment.

Health & Safety

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff.

Peer on Peer Abuse

Where peer on peer abuse concerns are raised the headteacher will:

- Take a decision on whether the perpetrator should be suspended whilst social care investigations take place or keep the involved children separate throughout the school day to avoid collusion or intimidation. This may involve them attending on a rota basis until enquiries are complete.
- Not talk to the children about the incident to avoid distorting the evidence, other than initially establishing what is alleged to have taken place
- Keep a detailed log of actions, discussions and decisions

- Contact parents of involved children in light of the Council's information sharing protocol and request that they do not discuss the allegation in depth with the child before the interview with children's social care
- If the situation warrants it (for example, possible press coverage), send a letter to all parents/carers of children in the school to give appropriate information about the situation if the assessment concludes that the allegations can be substantiated, the children should not necessarily be expected to continue their education in contact with each other. The children responsible for the abuse may be moved if necessary. The views and wishes of the children who have been abused, and those of their parents, should be appropriately considered in the decision making.

Radicalisation, extremism and the Prevent Duty

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.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

The Prevent Duty – From 1st July 2015 as a school we must have due regard to the need to prevent people from being drawn into terrorism under section 26 of the Counter-terrorism and Security Act 2015. We have a duty to respond to any kind of extremist or discriminatory behaviour shown by pupils.

Religious radicalisation may be topical but our duty incorporates anything potentially leading to crime /terrorism e.g . Animal rights activism/terrorism.

As a staff we will undertake this duty by:

- Undertaking Prevent awareness training
- Being aware of our student's vulnerabilities and risks to them
- Watching for behavioural changes/signs of potential grooming
- Ensuring safe internet use
- Intervening early before crimes are committed by using our relationships with pupils and educational opportunities to :
 - Listen, discuss and encourage pupil to question new beliefs
 - Offer a different viewpoint
 - Put things into perspective
 - Involve parents and/or professionals in pupil's life at an early stage

Staff will:

Record concerns in writing on our safeguarding expression of concern form and pass to the Designated Safeguarding Lead

The Designated Safeguarding Lead or any staff member in an emergency may:

Take advice or make a referral to the local prevent service. See page 3 of this policy for contacts.

As a result, there may be a referral to CHANNEL – the process by which people who have been identified as being at risk of moving into violent extremism are voluntarily engaged in an appropriate intervention.

Working Together with Parents/Carers

Pupil Information

We recognise the importance of keeping up-to-date and accurate information about pupils. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur.

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility
- emergency contact details
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

Confidentiality

Information may be shared to protect a child or vulnerable person, or to prevent a crime. Early sharing of information is the key to providing effective early help where there are emerging problems. The Data Protection Act is not a barrier to sharing information, but provides a framework to ensure that personal information about living persons is shared appropriately.

When working with children, guarantees of absolute confidentiality must not be given. Those working with children should tell them that information will be shared if it is necessary to keep a child or vulnerable adult safe.

Staff should be open and honest with the child (and their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any school to which the pupil transfers.

Referrals to partner agencies

If we have a reason to be concerned about the welfare of a child we will always seek to discuss this with the child's parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Children's Services when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

ADULTS WORKING WITH CHILDREN

Safer Recruitment

All staff and volunteers working with children in our school will be recruited safely:

Preparation

We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.

We always consider carefully the knowledge skills and experience required to safeguard children and include these within a person specification.

Advertising

We will always advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment.

The advertisement will state that the post is subject to DBS checks (The Disclosure and Barring Service.)

All staff will be required to:

- Complete an application form.

- Provide proof of identity and qualifications.

- Provide two references who may be contacted before interview.

- Attend an interview, with at least two interviewers.

- Explain gaps in employment.

- Complete a self-disclosure form.

Obtain a full disclosure through checks from the Disclosure and Barring Service (DBS) (when they will be in contact with children or vulnerable adults both directly and indirectly).

- Complete an agreed probationary period.

- Undertake induction and training.

Appointments

Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.

We will refer to the DBS any person whose checks reveal that they have sought work when barred from working with children.

The Disclosure and Barring Service (DBS) Process (former CRB)

All staff and volunteers will go through DBS checks as necessary.

All staff/volunteers /contractors who have regular, unsupervised access to children or vulnerable adults will need a DBS check as will the designated safeguarding lead .

Staff/volunteers/contractors who have supervised contact with children and young people may not necessarily require a DBS check although the school may like to obtain one.

Induction

We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.

Continuing Professional Development

We will ensure that all staff receives regular training in Child Protection.

Supervision

We will always supervise staff and act on any concerns that relate to the safeguarding of children.

Allegations

We will always follow the procedure for the management of allegations against staff as outlined in *the London Child Protection Procedures and Keeping Children Safe in Education*.

Dismissal

We will always refer to the DBS any member of staff who is dismissed because of misconduct relating to a child.

Safe Practice

We understand that all adults working in or on behalf of our school have a duty to safeguard children and promote their welfare. We aim to provide a safe and supportive environment for our children through the relationship we have with them and their parents or carers and will always seek to ensure that all adults working in our school behave in a manner that fosters this relationship.

We will ensure that all staff is clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately. (See separate Code of conduct)

Allegations against staff (see also separate Allegations Policy)

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable that any work with individual children or meetings with parents are conducted in view of other adults.

We will ensure staff are aware of the school's behaviour/discipline policy and the staff code of conduct, with reference to professional boundaries.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or a member of the senior leadership team

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

The Head on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer/team for the oversight of allegations.

All staff will be made aware of their duty to raise concerns about the attitude or actions of colleagues whereby it is believed that a member of staff 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
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children

If an allegation is made to a member of staff concerning the behaviour of the Head the person receiving the allegation will immediately inform the Chair of Governors who will consult the Local Authority Designated Officer/team for the management and oversight of allegations.

Malicious Allegations

Following a malicious allegation the student, with the parent/carer, will be required to meet with the Head Teacher (or if the Head Teacher was the victim of the malicious allegation, a member of the Governing Body) in order to discuss the implication of the malicious complaint and to decide whether the student can retain his place at Kingsdown School. Should the decision be that the place is untenable, the Head teacher, or the representative of the Governing Body, will recommend a permanent exclusion.

Where school staff about the have concerns about another staff member

If staff members have concerns about another staff member then this should be referred to the headteacher. Where there are concerns about the headteacher or principal then this should be referred to the chair of governors as appropriate.

There is a separate School policy on dealing with allegations.

Where school staff or volunteers have concerns about safeguarding practices within school

Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the schools safeguarding regime. In accordance with the MRCS Whistle Blowing Policy, staff should report any behaviour by colleagues that raises concern to either the Head teacher or to the Designated Safeguarding Lead, as appropriate. Should they still be dissatisfied then they should seek advice from Social Services.

INDIVIDUALS RESIDING ON THE PREMISES

With regard to Annex 6 of *Inspecting safeguarding in early years, education and skills settings 2015 - The Assessment of risk because individuals reside on the premises or have access to children and young people*, the following procedures apply. For the purposes of these procedures the school day means 8.00 a.m – 4.15 p.m Monday – Friday during term time.

1. We require up to date enhanced DBS checks for all adults currently residing on the premises and for any occasional overnight guests who may require access to the premises for entry or exit during the school day.
2. Residents not employed by the school should have no personal contact with staff or students during the school day.
3. Residents not employed by the school and visitors/tradespeople to these residents are bound by the schools' code of conduct and confidentiality policies.
4. Residents employed by the school should not receive personal visitors during the school day.
5. For residents not employed by the school, personal visitors to the school during the school day should be avoided. However should this not be possible in exceptional circumstances, then the procedures below apply.
 - a. All personal visitors and /or tradespeople to residents of the premises are required to use the student entrance door only at all times including outside of the school day and during school holidays. The office entrance, kitchen entrance, back hall entrance and stairs and garden entrance are out of bounds to visitors at all times including outside of the school day and during school holidays.
 - b. During the school day any personal visitors to residents of the premises are required to use the same signing in procedures as visitors to the school using the school visitor signing in and out book at the office hatch and must wear a visitor badge.
 - c. Personal visitors/tradespeople must be escorted by the person they are visiting in and out of the building during the school day. They must only have access to the residence on the premises. They are not to make contact with any young person or staff member on their way to the residence during the school day. Visitors must make themselves known to the office by knocking on the front office door before being directed to the student entrance for signing in.
 - d. Where residents have use of the school premises outside of the school day and outside of term time, their personal visitors are restricted to the dining hall and garden. They are not permitted elsewhere in the school premises save the personal residence. Toilet facilities next door to the kitchen only may be used if using the dining hall or garden.
6. In the case of a fire/fire alarm during the school day residents/visitors must use the student entrance/exit and assemble off the premises in the car park. Office staff will

open the gate for them and instruct them to re-enter only when all students have returned to class or left the premises.

7. For health and safety reasons, where residents have use of the school premises both inside and outside of the school day and outside of term time, the kitchen entrance must not be used as an entrance or exit for pets or for the muddy shoes of residents.

8. The school premises, facilities, vehicles or equipment outside of the personal residence must not be used by residents, their visitors or associates for any purposes at any time without prior approval by the proprietor and subject to the usual safeguarding checks, risk assessments and health and safety checks.

MONITORING AND REVIEWING OUR POLICY AND PRACTICE

Our Designated Safeguarding Lead will continually monitor our child protection and safeguarding practices and bring to the notice of the Head teacher and governors any weaknesses or deficiencies.

The Governing Body has a duty to remedy any weaknesses that are identified.

A termly report will be submitted to the Governors which will outline the child protection and safeguarding work we have undertaken during the term. Names of children will not be shared. Included in the report may be details of:

- Confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete
- The training that has been undertaken by the designated staff
- The training that has been undertaken by all other staff and volunteers
- Details of any incidents when physical restraint of pupils has been used
- Details of information and guidance that has been given to staff
- Details of safeguarding and child protection issues included in the curriculum
- Confirmation that all child protection records are stored securely and where appropriate have been transferred to another school
- Details of safeguarding and child protection information given to parents
- Details of the safety of the school site and the access given to visitors
- Confirmation that all school lettings have been agreed with consideration given to the safeguarding of children
- Numbers of child protection referrals made to Children's Services
- Numbers of children who are, or have been, subject to a Child Protection Plan

The Governors, Head teacher and Designated Staff will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year.

Our Policy will be reviewed annually with Governors.

APPENDICES A – E COMPRISE CHILD PROTECTION DEFINITIONS AND PROCEDURES

APPENDIX A

DEFINITIONS OF ABUSE

Physical Abuse

May include: Hitting, shaking, throwing, poisoning, and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child.

May be recognised by: Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury. This is the role of child protection and investigating agencies.

Emotional Abuse

May Include: The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development, mental health, behaviour and self-esteem. This may be caused by conveying to children that they are worthless, unloved or unvalued or by developmentally inappropriate expectations being made or by causing children to frequently feel frightened, seeing or hearing the ill-treatment of another, serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

May be recognised by: Developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self esteem, withdrawn or a loner, or having difficulty in forming relationships. Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

Sexual Abuse

May Include: Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways. Sexual abuse includes abuse of children through sexual exploitation.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under Section 5 Sexual Offences Act 2003.

May be recognised by: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm,

eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports / PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

Neglect

May include: 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 (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs. Neglect may not always involve an omission of care but may also include the active choice of method in which the parent/carers choose to care for children and may also include the failure to prevent the child from becoming involved in criminal activity for instance.

Neglect may be recognised by: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at school; have low self esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adult's under the influence of alcohol or drug misuse.

FURTHER DEFINITIONS

As well as the definitions above, there are circumstances which can be indicative of abuse, or constitute abuse and are in any case, damaging to children. You should be aware of the need to act on concerns about the following.

Domestic (Family) Violence

Domestic or Family Violence adversely affects children, whether or not it is significant enough to warrant action under Child Protection Procedures.

When a member of staff becomes aware that a child may be living in a household where there is emotional, physical or sexual violence, they should attempt to find out whether the family are receiving help and should consider contacting the referral or advice lines below.

Bullying

Staff should be aware of and act in accordance with the Croydon Anti-Bullying Strategy.

Bullying is not acceptable behaviour. Staff members witnessing a child being bullied or receiving complaints over bullying have a duty to do whatever is within their power to stop the situation, while avoiding putting themselves or the child in danger.

Staff should always discuss instances of bullying with a senior manager. This should occur immediately if the situation is beyond their ability to deal with.

It is important to be aware of the possible use of weapons to covertly, or overtly threaten. All actual or threatened use of weapons or threat of physical force must be reported to the Police.

Children Who Go Missing From Care and Home

The London Child Protection Procedures define a child as 'missing' if their whereabouts are unknown, whatever the circumstances of their disappearance.

Children who go missing place themselves at risk of substance abuse, exploitation and addiction. There is a very high correlation (probably 98%) between children who go missing and those who are sexually exploited. Missing children should be reported to the Borough Police Missing Persons Unit.

Children Missing From Education (CME)

A Child Missing from Education is defined by the 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)." In Croydon, referrals for CME are accepted after 10 working days of reasonable checks being carried out by the educational provider and their Designated Safeguarding Lead.

In Croydon, the main reasons behind Children Missing from Education are those who fail to start at an appropriate education provision either at the start of the new academic year or following a mid-year transfer, becoming lost from school rolls, or failure to register at a new school when moving in or out of the Borough.

- Contacts for CME Team
Email: ChildrenMissingfromEducation@croydon.gov.uk
- Telephone: 0208 726 6000

Child Sexual Exploitation (CSE)

Sexual exploitation is an increasingly common issue and staff should be aware of the possibility and refer as appropriate.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology with or without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Child Trafficking

Child trafficking is the recruitment and movement of children for the purpose of exploitation; it is a form of child abuse. Children may be trafficked within the Country, or

from abroad. It overlaps with Sexual Exploitation and Private Fostering. Children may be trafficked for:

- Sexual exploitation
- Labour exploitation
- Domestic servitude
- Cannabis cultivation
- Criminal activity
- Benefit fraud
- Forced marriage
- Moving drugs.

Private Fostering

Private Fostering arrangement is one that is made privately between two parties without the involvement of the Local Authority for a child under the age of 16 (18 if disabled). This arrangement would be with someone who is not a parent or close relative, and lasts 28 days or more.

Private Fostering is used as a form of childcare by parents who are not able to take care of their child on a day to day basis, for whatever reason. However, unreported Private Fostering Arrangements can be used in order to exploit children.

The Law requires that the Local Authority should be informed at least six weeks in advance of a Private Fostering arrangement or 48 hours after the arrangement has been made if in an emergency. Social Workers will:

- Check the suitability of the Private Foster Carers through checks and assessment;
- Make regular visits to the child and monitor the standard of care; and
- Ensure that Private Foster Carers and birth families have all the necessary information and advice they require.

Forced Marriages

No faith supports the idea of forcing someone to marry without his or her consent. This should not be confused with arranged marriages between consenting adults.

Under-age Marriages

In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more

Female Genital mutilation (FGM or Female Circumcision)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is a surprisingly common form of abuse in the UK. FGM is carried out on children between the ages of 0–18, depending on the community in which they live. It is extremely harmful and has short and long term effects on physical and psychological health

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The school takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that

FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

Since 31 October 2015 it is a legal requirement to report known cases of FGM (visually identified or verbally disclosed) to the police under the FGM Mandatory Reporting Duty. Any such disclosures will be referred to the police by contacting them on the 101 number. This duty does not apply in relation to “at risk” or suspected cases. In these cases the Designated Person will make appropriate and timely referrals to MASH if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to MASH even if it is against the pupil’s wishes.

This is against the law yet we know that for some in our communities it is considered a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. Staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

From October 2015 there is a statutory duty for teachers to report to the police that FGM appears to have been carried out on a girl under the age of 18.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is physical abuse and people can be prosecuted even if it was their intention to help the child.

Safeguarding Children and Young People Vulnerable to Violent Extremism (PREVENT DUTY)

Protecting children from the risk of radicalisation should be seen as part of schools’ wider safeguarding duties. 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. As with managing other safeguarding risks, schools should be alert to changes in children’s behaviour that could indicate that they are in need of protection

School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. This may include making a referral to the Channel programme” (Keeping Children Safe in Education, Department for Education, July 2015

Our school safeguarding policy therefore complies with the schools duty under Section 26 of the Counter Terrorism and Security Act 2015 in accordance with the Department of Education advice for schools specific guidance for schools

Expert and professional organisations are often best placed to provide up-to-date guidance and practical support on other specific safeguarding issues. For example NSPCC offers information for schools and colleges on the TES website and also on its own website www.nspcc.org.uk Schools and colleges can also access broad government guidance on the issues listed below amongst others via the GOV.UK website:

Drugs
Sexting

Teenage relationship abuse

Gender based violence

Mental health

Radicalisation and Terrorism (see the Prevent Duty – Departmental advice for schools – June 2015, the Department for Education.)

Faith abuse

Gangs and youth violence

WHAT TO DO IF YOU ARE CONCERNED THAT A CHILD IS BEING ABUSED

Responding To Patterns of Concern

If you recognise signs of abuse keep a written record of any physical or behavioural signs or symptoms. If patterns emerge or signs become frequent report them to your Designated Safeguarding Lead.

The Role of The School Prior To Referral

The Designated Safeguarding Lead or Head Teacher should ask the parents for their explanation of any concerns and tell them that a referral is going to be made to Children's Social Care. Members of the Children's Workforce have a duty to act on child welfare concerns and their anonymity cannot be preserved.

However, parents will not be notified about concerns where it would jeopardise the child's safety, for example:

- There are concerns about Sexual Abuse
- The child appears very frightened of their parents and fears reprisals

Recording

When staff become aware of possible abuse, they must make full written record as soon as possible and always within 24 hours of the situation arising. This should be passed to

Recording should include as many of the following details as you know:

- Index details of the child, and if known, their family, or carers, alleged

Recording should include as many of the following details as you know:

Index details of witnesses, other involved children. Index details are names, dates of birth, addresses, gender

- As much information as possible about the incident of concern i.e. what lead up to it, what was heard or witnessed, staff member's responses, location of the event, date, time and details of anyone present
- Any action taken by the member of staff as a result of the incident
- Other relevant background information.

When you record:

- Distinguish between fact and opinion
- Try to describe what happened fully but succinctly
- Make the recording legible
- Sign and date the recording and ensure your name and designation are clearly typed or printed.

It may be a good idea to record what you have seen on a body map (included in the appendix C) for an accurate record that cannot be misinterpreted. Body maps may also be useful for your first aid records.

You should record only what you can see without removing additional clothing.

All records of child protection issues will be kept in a central, lockable, non-portable cabinet.

Referral Time Scales

Referrals following specific incidents should be made within 24hours. Where concern has built over a period of time, referral may be delayed. However, you must avoid long delays, based on the fact that you cannot obtain a Manager or Designated Safeguarding Lead's agreement within the time scales above. If such a delay is likely, you must make the referral yourself.

Contact Details

ALL ENQUIRIES AND REFERRALS NOW GO THROUGH THE CROYDON MASH (Multi Agency Safeguarding Hub)

For general child protection and safeguarding advice. Also for Early intervention advice: Safeguarding Consultation line: 020 8726 6464

For Child Protection & Child in Need referrals: [www.croydon .gov.uk](http://www.croydon.gov.uk) and follow the link 'Concerned about a Croydon Child'

For an immediate safeguarding response: Croydon Council's Contact centre: Telephone 020 8726 6400

Always follow up telephone calls in writing within 24hrs

What To Put In Your Referral

The on line referral form asks detailed questions. You should have as much of the following information as possible to hand as the form needs completing and submitting in one sitting. It cannot be saved and returned to and will time ut if left unattended.

Your Details: *Name, designation and contact details*

Date and time of referral

Subject Child(ren): Address, name, DOB

Family Details: Address (s), names (including any aliases), (DOBs or ages) & the relationship to the subject child(ren) of ALL members of the household (& family if situation is complex, family members at other addresses)
Details of regular household visitors, if known

Summary of Concerns: What you have seen or heard to make you concerned
Anything you have done in response to this
Your assessments and opinions, specified as such

What You Think Should Happen

Emergencies

If you believe a child is in immediate physical danger you should call the Police on 999.

If a child is injured or showing signs of illness, you should seek medical assistance and try to contact the child's carers, who will normally be able to consent to treatment. Depending on your degree of concern you may want to contact the London Ambulance Service immediately.

Dependent on age and understanding, the child may be able to consent to treatment, or medical staff may decide that the emergency is such that consent should be over ridden.

It is your responsibility to access help and try to access the child's parent or carer, not to determine consent issues.

Disagreements About The Need For Referral

If staff and managers disagree about the need for a referral, they should seek advice. If the matter cannot be resolved, members of staff can make a referral in their capacity as a citizen.

Dissatisfaction With The Response To Referral

If you are dissatisfied with the outcome of your referral and particularly if you are concerned that a child may be left at risk, you must ask to talk to one of the managers in the service. If you continue to be concerned you may ultimately need to speak with the Service Manager or Service Lead.

Early Help

Sometimes a child may have additional needs, which require a coordinated approach from the agencies involved, without the need to involve Children's Social Care. In such instances, advice about Early Help and CAF processes can be obtained from:

earlyhelp@croydon.gov.uk or www.practitionerspacecroydon.co.uk

The School's Early Help Advisor is Gemma Driver: 020 8726 6000 EXT 16376

APPENDIX C

HOW TO RESPOND TO A CHILD TELLING YOU ABOUT ABUSE

Sometimes you will be concerned about abuse because of what a child says to you. If this happens you should:

- Stay calm and reassuring. Respond with tact and sensitivity and do not make judgements.
- Find a quiet place to talk and allow the child to speak in their own time (this should still be in the open but away from the crowd and you should tell somewhere else where you are going and with whom).
- Believe in what you are being told; take allegations or suspicion of abuse seriously.
- Listen, possibly confirm details but do not press for information or ask leading questions as this may void any disclosure you receive in a court case or investigation.
- Make brief notes using the person's own words. Do not interpret what has been said or make assumptions.
- Say that you are glad that the child told you.
- Acknowledge that the child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault.
- If necessary, seek medical help and contact the police or social services.
- Ensure the safety of the child and that they are away from the alleged abuser.
- Follow procedures for reporting allegations and suspicions to the designated child protection coordinator.

- **Do not:**
- Promise confidentiality, but do discuss with the child who you need to tell.
- Investigate the allegation yourself and do not contact the parents/carers until advised.

Safeguarding Expression of Concern

Pupil Name	Date & Time
Nature of Concern:	
Context:	
Report: (of incident, disclosure, statement etc)	
Witnesses to concern:	
Others in vicinity:	
Reported by:	Date:
Action Taken	
Signed	DSL Date:
Feedback offered to staff member reporting	Yes/No
Satisfied Yes/No	

APPENDIX E
A Body Map

