



**Carshalton High School for Girls**

***Safeguarding and Child  
Protection Policy***

Reviewed October 2016

## **Contents:**

### Statement of intent

1. Definition
2. Legal framework
3. Roles and responsibilities
4. Inter-agency working
5. Abuse and neglect
6. Types of abuse and neglect
7. Female genital mutilation (FGM)
8. Forced marriage
9. Child sexual exploitation (CSE)
10. Preventing radicalisation
11. A child missing from education
12. Students with special educational needs and disabilities (SEND)
13. Concerns about a student
14. Concerns about staff members and safeguarding practices
15. Allegations of abuse against other students
16. Online safety
17. Safer recruitment
18. Single central record (SCR)
19. Training
20. Monitoring and review

### Appendices

Appendix A: CHSG Safeguarding Concern Form

Appendix B: CHSG Safeguarding Flow Chart

## STATEMENT OF INTENT

Carshalton High School for Girls (CHSG) is committed to safeguarding and promoting the welfare, both physical and emotional, of every student both inside and outside the school premises.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

It will be achieved by:

- Creating a culture of safe recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Educating students on how to keep safe and to recognise behaviour that is unacceptable.
- Identifying and making provision for any student that has been subject to abuse.
- Ensuring that members of the governing body, the Headteacher and staff members understand their responsibility, under safeguarding legislation and statutory guidance, to be alert to the signs of child abuse and to refer concerns to the designated safeguarding lead (DSL).
- Ensuring that the Headteacher and any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

The school's designated safeguarding lead is: **Anne Holland, Assistant Headteacher**

In the absence of the designated safeguarding lead, child protection matters will be dealt with by: **Wendy Newman** and **Stacey Warren**, in student support and **Helen Holmes**, as deputy safeguarding leads. The extended safeguarding team consists of Nadimur Rahman – Assistant Headteacher responsible for e-safety, Deputy Sixth Form Year Leaders, Lou Bevan, Jen Lowe and Year Leaders Chris James, Rosie Kelly-Smith, Norma Devaney and Jennifer Marshall all of whom have attended safeguarding training.

### 1. Definition

For the purposes of this policy, CHSG will define safeguarding and protecting the welfare of children as:

- Protecting children from maltreatment
- Preventing the impairment of student's health or development
- Ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all students to have the best outcomes

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety<sup>1</sup> and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.

---

<sup>1</sup> The term 'online safety' reflects a widening range of issues associated with technology and a user's access to content, contact with others and behavioural issues.

## **Recognition**

The aim of our policy is to increase awareness and confidence in staff to recognise and report concerns pertaining to student welfare.

The first indication of concern about a learner's welfare is not necessarily the presence of a serious injury. Concerns may be because of:

- bruises or marks on a student's body
- remarks made by the student, another student, a parent or another adult
- observations of the student's behaviour
- unexplained changes in the student's behaviour or personality
- evidence of disturbance or explicit detail about abuse or possible abuse in a student's play, drawing or writing
- evidence of neglect, failure to thrive or exposure to unnecessary risks
- unauthorised absence from school and/or
- information about the parent(s)/carer(s) of the student or their home background

## **2. Legal Framework**

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

### **Legislation**

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The Safeguarding Vulnerable Groups Act 2006
- School Staffing (England) Regulations 2009 (As amended)
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The Children and Families Act 2014
- The Sexual Offences Act 2003
- The Education (Student Registration) (England) Regulations 2006 (as amended)

### **Statutory guidance**

- DfE (2015) 'Working together to safeguard children'
- DfE (2016) 'Keeping children safe in education'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2015) 'Information sharing'
- DfE (2016) 'Disqualification under the Childcare Act 2006'
- DfE (2015) 'The Prevent duty'
- HM Government (2014) 'Multi-agency practice guidelines: Handling cases of Forced Marriage'

## Roles and Responsibilities

**The governing body** has a duty to:

- Ensure that the school complies with its duties under the above child protection and safeguarding legislation.
- Guarantee that the policies, procedures and training opportunities in the school are effective and comply with the law at all times.
- Guarantee that the school contributes to inter-agency working in line with the statutory guidance 'Working Together to Safeguard Children 2015'.
- Confirm that the school's safeguarding arrangements take into account the procedures and practice of the LA as part of the inter-agency safeguarding procedures established by the Local Safeguarding Children Board (LSCB).
- Comply with its obligations under section 14B of the Children's Act 2004 to supply the LSCB with information to fulfil its functions.
- Ensure that a member of the governing body is nominated to liaise with the LA and/or partner agencies on issues of child protection, and in the event of allegations of abuse made against the Headteacher or other governor.
- Guarantee that there are effective child protection policies and procedures in place together with a staff code of conduct.
- Ensure that there is a Governor to be responsible for safeguarding arrangements
- Appoint a member of staff from the senior leadership team (SLT) to the role of designated safeguarding lead as an explicit part of the role-holder's job description – there should always be cover for the designated safeguarding lead.
- Make sure that students are taught about safeguarding, including protection for dangers online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Adhere to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.
- Guarantee that volunteers are appropriately supervised
- Make sure that at least one person on any appointment panel has undertaken safer recruitment training.
- Ensure that all staff members receive safeguarding and child protection training updates, such as e-bulletins, emails and staff meetings, as required, but at least annually.
- Certify that there are procedures in place to handle allegations against members of staff or volunteers.
- Confirm that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned – this is a legal duty.
- Guarantee that there are procedures in place to handle allegations against other children.
- Make sure that the student's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual students.
- Guarantee that there are systems in place for students to express their views and give feedback.
- Appoint a designated teacher to promote the educational achievement of 'looked after children' (LAC) and ensure that this person has undergone appropriate training.
- Ensure that the designated teacher works with the virtual school head to discuss how the student premium funding can best be used to support LAC.
- Introduce mechanisms to assist staff in understanding and discharging their roles and responsibilities.
- Make sure that staff members have the skills, knowledge and understanding necessary to keep 'looked after children' safe, particularly with regard to the child's legal status, contact details and care arrangements.

- Put in place appropriate safeguarding responses for students who go missing from school, particularly on repeat occasions, to help identify any risk of abuse and neglect, including sexual abuse or exploitation, and prevent the risks of their disappearance in future.
- Put in place appropriate safeguarding responses to children who go missing from school, particularly on repeat occasions, to help identify any risk of abuse and neglect, including sexual abuse or exploitation and prevent the risks of their disappearance in future.
- Ensure that all members of the governing body have been subject to an enhanced DBS check.

**The Headteacher** has a duty to:

- Safeguard student's wellbeing and maintain public trust in the teaching profession.
- Ensure that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members.
- Provide staff with the Child Protection and Safeguarding Policy, Staff Behaviour Policy, information regarding the role of the DSL and part one of the Keeping Children Safe in Education (KCSIE) 2016 guidance at induction.

**The designated safeguarding lead** has a duty to:

- Refer all cases of suspected abuse to children's social care, the LA designated officer (LADO) for child protection concerns, the DBS, and the police in cases where a crime has been committed.
- Refer cases of radicalisation to the Channel programme
- Liaise with the Headteacher to inform her of safeguarding issues, especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies.
- Understand the assessment process for providing early help and intervention.
- Support staff members in liaising with other agencies and setting up inter-agency assessment where early help is deemed appropriate.
- Keep cases of early help under constant review and refer them to the Children's Social Care if the situation does not appear to be improving
- Have a working knowledge of how LAs conduct a child protection case conference and a child protection review conference, and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's Safeguarding and Child Protection Policy procedures, especially new and part-time staff members.
- Be alert to the specific needs of children in need, including those with special educational needs and/or disabilities (SEND) and young carers.
- Be able to keep detailed, accurate and secure records of concerns and referrals.
- Obtain access to resources and attend any relevant training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Work with the governing body to ensure the school's Child Protection and Safeguarding Policy is reviewed annually and the procedures are updated regularly.
- Ensure the school's Safeguarding and Child Protection Policy is available publically and parents are aware of the fact that referrals regarding suspected abuse or neglect may be made and the role of the school in this.
- Link with the local LSCB to make sure that staff members are aware of the training opportunities available and the latest local policies on safeguarding.
- Ensure that the student's child protection file is copied when transferring to a new school.

- Be available at all times during school hours to discuss any safeguarding concerns.

**Other staff members** have a responsibility to:

- Safeguard students' wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Provide a safe environment in which students can learn.
- Follow the Staff Code of Conduct
- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Be aware of the signs of abuse and neglect.
- Be aware of the early help process, and understand their role in it.
- Act as the lead professional in undertaking an early help assessment, where necessary.
- Be aware of, and understand, the process for making referrals to Children's Social Care, as well as for making statutory assessments under the Children Act 1989 and their role in these assessments.
- Support social workers to take decisions about individual children, in collaboration with the DSL.
- If at any point there is a risk of immediate serious harm to a child, make a referral to Children's Social Care and/or the police immediately.
- Be aware of and understand the procedure to follow in the event that a child confides they are being abused or neglected.
- Maintain appropriate levels of confidentiality when dealing with individual cases, and always act in the best interest of the child.
- CHSG works in partnership with the LA's Channel Panel to assess the extent to which individual students are at risk of being drawn into terrorism.
- The academy's procedure for, and approach to, preventing radicalisation is outlined in this policy.

#### **4. Inter-agency working**

- **CHSG** contributes to inter-agency working as part of its statutory duty.
- The school will work with Children's Social Care, the police, health services and other services to protect the welfare of its students, through the early help process and by contributing to inter-agency plans to provide additional support.
- The school recognises the importance of information sharing between professionals and local agencies in order to effectively meet students' needs.
- In light of the above, staff members are aware that whilst the Data Protection Act 1998 places a duty on schools to process personal information fairly and lawfully, it is not a barrier to sharing information where failure to do so would result in the student being placed at risk of harm.
- Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of students.
- The school also recognises the particular importance of inter-agency working in identifying and preventing child sexual exploitation (CSE).

#### **5. Abuse and neglect**

- All members of staff will be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be given a specific label and, as such, multiple issues often overlap one another.
- All members of staff will also be aware of peer-on-peer abuse, most likely to include actions such as bullying, gender based violence, sexual assaults and sexting.
- All staff will be aware of the actions involving peer-on-peer abuse, and the necessary procedures to follow to prevent such abuse, as outlined in the school's **Anti-Bullying Policy**.
- All staff will be aware of the behaviours linked to drug taking, alcohol abuse, truancy and sexting, and will understand that these put students in danger.

## 6. Types of abuse and neglect

**Abuse:** A form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them, or, more rarely, by others, e.g. via the internet

**Physical abuse:** A form of abuse which may involve actions such as hitting, throwing, burning, drowning and poisoning, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** A form of abuse which involves the emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may involve telling a child they are worthless, unloved, inadequate, not giving them the opportunities to express their views, deliberately silencing them, or often making them feel as though they are in danger.

**Sexual abuse:** A form of abuse which involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. This may involve penetrative assault, such as touching, or non-penetrative actions, such as looking at sexual images or encouraging children to behave in inappropriate ways.

**Neglect:** A form of abuse which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve providing inadequate food, clothing or shelter, or the inability to protect a child from physical or emotional harm, or ensure access to appropriate medical treatment.

## 7 Female Genital Mutilation (FGM)

*For the purpose of this policy 'female genital mutilation', commonly referred to as FGM is defined as the partial or total removal of the external female genitalia, or any other injury to the female genital organs*

All staff will be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If staff members are worried about someone who is at risk of FGM or who has been a victim of FGM, they must share this information with the DSL who will liaise with social care or the police.

Teachers are required to report to the DSL any discovery, whether through disclosure by the victim or visual evidence, of FGM on a girl under the age of 18 who will then report the information to the police. Teachers failing to report such cases will face disciplinary action.

**NB.** The above does not apply to any suspected or at risk cases, nor if the individual is over the age of 18. In such cases, local safeguarding procedures will be followed.

There are a range of potential indicators that a child may be at risk of FGM. While individually they may not indicate risk, if two or more indicators are present this could signal a risk to the child.

Victims of FGM are most likely to come from communities that are known to adopt this practice. It is important to note that the child may not yet be aware of the practice or that it may be conducted on them, so it is important for staff to be sensitive when approaching the subject.

The following indicators are taken from government guidelines regarding FGM:

***Indicators that may show a heightened risk of FGM include the following:***

- The position of the family and their level of integration into UK society.
- Any girl with a mother or sister who has been subjected to FGM.
- Any girl withdrawn from Personal, Social and Health Education (PSHE).

***Indicators that may show FGM could take place soon:***

- The risk of FGM increases when a female family elder is visiting from a country of origin.
- A girl may confide that she is to have a 'special procedure' or a ceremony to 'become a woman'.
- A girl may request help from a teacher if she is aware or suspects that she is at immediate risk.
- A girl, or her family member, may talk about a long holiday to her country of origin or another country where the practice is prevalent.

It is important that staff look for signs that FGM has already taken place so that help can be offered, enquiries can be made to protect others, and criminal investigations can begin.

***Indicators that FGM may have already taken place include:***

- Difficulty walking, sitting or standing.
- Spending longer than normal in the bathroom or toilet.
- Spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- Prolonged or repeated absences from school followed by withdrawal or depression.
- Reluctance to undergo normal medical examinations.
- Asking for help, but not being explicit about the problem due to embarrassment or fear.

Teachers will not examine students, and so it is rare that they will see any visual evidence, but they will report to the police where an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also consider and discuss any such case with the DSL and involve Children's Social Care as appropriate.

FGM is also included in the definition of 'honour-based' violence (HBV), which involves crimes that have been committed to defend the honour of the family and/or community, alongside forced marriage and breast ironing.

All forms of HBV are forms of abuse, and will be treated and escalated as such.

Staff will be alert to the signs of HBV, including concerns that a child is at risk of HBV, or has already suffered from HBV, and will activate local safeguarding procedures if concerns arise.

Further information about the duty with regards to FGM can be found here:

[www.safeguardingschools.co.uk/female-genital-mutilation-fgm](http://www.safeguardingschools.co.uk/female-genital-mutilation-fgm)

## 8 Forced Marriage

*For the purpose of this policy, a "forced marriage" is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Forced marriage is classed as a crime in the UK.*

As part of HBV, staff will be alert to the signs of forced marriage, including, but not limited to, the following:

- Becoming anxious, depressed and emotionally withdrawn with low self-esteem
- Showing signs of mental health disorders and behaviours such as self-harm or anorexia
- Displaying a sudden decline in their educational performance, aspirations or motivation
- Regularly being absent from school
- Displaying a decline in punctuality
- An obvious family history of older siblings leaving education early and marrying early

If staff members have any concerns regarding a child who may have undergone, is currently undergoing, or is at risk of, forced marriage, they will speak to the DSL and local safeguarding procedures will be followed

## 9 Child Sexual Exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where a child may receive something, such as food, gifts or in some cases simply affection, as a result of engaging in sexual activities.

CSE can take many forms but the perpetrator will always hold some kind of power over the victim. It is important to note that some young people who are being sexually abused do not exhibit any external signs of abuse.

The school has adopted the following procedure for handling cases of CSE, as outlined by the DfE:

### **Step One – Identifying cases:**

School staff members are aware of and look for the key indicators of CSE, these are as follows:

- Going missing for periods of time or regularly going home late
- Regularly missing school
- Appearing with unexplained gifts and new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Undergoing mood swings or drastic changes in emotional wellbeing
- Displaying inappropriate sexualised behaviour

### ***Step Two – Referring cases:***

Where CSE, or the risk of it, is suspected, staff will discuss the case with the designated safeguarding lead. If after discussion a concern still remains, local safeguarding procedures will be triggered, including referral to the LA.

### ***Step Three – Support:***

The LA and all other necessary authorities will then handle the matter to conclusion. The school will cooperate as needed.

## **10 Preventing Radicalisation**

Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties. We will actively assess the risk of children being drawn into terrorism. Staff will be alert to changes in student's behaviour which could indicate that they may be in need of help or protection. Staff will use their professional judgement to identify students who may be at risk of radicalisation and act appropriately – which may include making a referral to the Channel programme. The school will work with the LSCB as appropriate.

The school will ensure that they engage with parents/carers and families, as they are in a key position to spot signs of radicalisation. In doing so, the school will assist and advise family members who raise concerns and provide information for support mechanisms.

Any concerns over radicalisation will be discussed with a child's parents/carers, unless the school has reason to believe that the child would be placed at risk as a result.

### ***Training***

The school's designated safeguarding lead will undertake Prevent awareness training to be able to provide advice and support to other staff on how to protect children against the risk of radicalisation. The designated safeguarding lead will hold formal training sessions with all members of staff to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation.

### ***Risk indicators***

#### **Indicators of an identity crisis:**

- Distancing themselves from their cultural/religious heritage
- Uncomfortable with their place in society

#### **Indicators of a personal crisis:**

- Family tensions
- A sense of isolation
- Low self-esteem
- Disassociation from existing friendship groups

- Searching for answers to questions about identity, faith and belonging

#### **Indicators of vulnerability through personal circumstances:**

- Migration
- Local community tensions
- Events affecting their country or region of origin
- Alienation from UK values
- A sense of grievance triggered by personal experience of racism or discrimination

#### **Indicators of vulnerability through unmet aspirations:**

- Perceptions of injustice
- Feelings of failure
- Rejection of civic life

#### **Indicators of vulnerability through criminality:**

- Experiences of dealing with the police
- Involvement with criminal groups

#### ***Making a judgement***

When making a judgement, staff will ask themselves the following questions:

- Does the student have access to extremist influences?
- Does the student access the internet for the purposes of extremist activities (e.g. using closed network groups, accessing or distributing extremist material, contacting covertly using Skype, etc.)?
- Is there a reason to believe that the student has been, or is likely to be, involved with extremist organisations?
- Is the student known to have possessed or is actively seeking extremist literature/other media likely to incite racial or religious hatred?
- Does the student sympathise with or support illegal/illicit groups?
- Does the student support groups with links to extremist activity?
- Has the student encountered peer, social, family or faith group rejection?
- Is there evidence of extremist ideological, political or religious influence on the student?
- Have international events in areas of conflict and civil unrest had a noticeable impact on the student?
- Has there been a significant shift in the student's outward appearance that suggests a new social, political or religious influence?
- Has the student come into conflict with family over religious beliefs, lifestyle or dress choices?
- Does the student vocally support terrorist attacks; either verbally or in their written work?
- Has the student witnessed or been the victim of racial or religious hate crime?
- Is there a pattern of regular or extended travel within the UK?
- Has the student travelled for extended periods of time to international locations?
- Has the student employed any methods to disguise their identity?
- Does the student have experience of poverty, disadvantage, discrimination or social exclusion?
- Does the student display a lack of affinity or understanding for others?
- Is the student the victim of social isolation?
- Does the student demonstrate a simplistic or flawed understanding of religion or politics?

- Is the student a foreign national, refugee or awaiting a decision on their/their family's immigration status?
- Does the student have insecure, conflicted or absent family relationships?
- Has the student experienced any trauma in their lives, particularly trauma associated with war or sectarian conflict?
- Is there evidence that a significant adult or other person in the student's life has extremist views or sympathies?

**Critical indicators include where the student is:**

- In contact with extremist recruiters.
- Articulating support for extremist causes or leaders.
- Accessing extremist websites.
- Possessing extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Making significant changes to their appearance and/or behaviour.

Any member of staff who identifies such concerns, as a result of observed behaviour or reports of conversations, must report these to the designated safeguarding lead.

The designated safeguarding lead will consider whether a situation may be so serious that an emergency response is required. In this situation, a 999 call will be made. However, concerns are most likely to require a police investigation as part of Channel, in the first instance.

***ICT policy***

The school will ensure that suitable filtering systems are in place to prevent children accessing terrorist and extremist material.

***Extremist speakers***

The school's Lettings Policy prevents speakers who may promote extremist views from using school premises.

***Building children's resilience***

The school will:

- Provide a safe environment for debating controversial issues.
- Promote fundamental British values, alongside students' spiritual, moral, social and cultural development.
- Allow students time to explore sensitive and controversial issues.
- Provide students with the knowledge and skills to understand and manage potentially difficult situations, recognise risk, make safe choices and recognise where pressure from others threatens their personal safety and wellbeing.
- Equip students to explore political and social issues critically, weigh evidence, debate, and make reasoned arguments.
- Teach students about how democracy, government and law making/enforcement occurs.
- Teach students about mutual respect and understanding for the diverse national, regional, religious and ethnic identities of the UK.

***Resources***

The school will utilise the following resources:

- The LSCB
- Local police (contacted via 101 for non-emergencies)
- DfE Guidance Documents
- The DfE's dedicated helpline (020 7340 7264)
- The Channel Awareness Programme
- The Educate Against Hate website

Further information about the Prevent Duty can be found here:

[www.safeguardingschools.co.uk/prevent-duty-guidance-from-the-dfe-july-2015](http://www.safeguardingschools.co.uk/prevent-duty-guidance-from-the-dfe-july-2015)

## **11 A Child Missing from Education**

A child going missing from school is a potential indicator of abuse and neglect and as such, these students are increasingly at risk of being victims of harm, exploitation or radicalisation

The school will inform the LA of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Before this, however, the Attendance Officer will make every effort to contact parent(s)/carer(s) and will make a home visit if necessary as outlined in our **Attendance Policy**

### **Admissions register**

Students are placed on the admissions register at the beginning of the first day that is agreed by the school, or when the school has been notified that the student will first be attending.

The school will notify the LA within five days of when a student's name is added to the admissions register.

The school will ensure that the admissions register is kept up-to-date and accurate at all times, and will inform parents/carers when any changes occur.

Staff will monitor students who do not attend the school on the agreed date, and will notify the LA at the earliest opportunity.

If a parent/carers notifies the school that their child will live at a different address, the school will record the following information on the admissions register:

- The full name of the parent/carers with whom the student will live
- The new address
- The date from when the student will live at this address

If a parent/carers notifies the school that their child will be attending a different school, or is already registered at a different school, the following information will be recorded on the admissions register:

- The name of the new school
- The date on which the student first attended, or is due to attend, that school

Where a student moves to a new school, the school will use the internet system school2school to securely transfer students' data.

In order to ensure accurate data is collected to allow effective safeguarding, the school will inform the LA of any student who is going to be deleted from the admission register, in accordance with the Education (Student Registration) (England) Regulations 2006 (as amended), where they:

- Have been taken out of the school by their parents/carers, and are being educated outside the national education system, e.g. home education.
- Have ceased to attend the school, and no longer live within a reasonable distance of the premises.
- Have been certified by the school's medical officer as unlikely to be in a fit state of health to attend, before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Have been in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period.
- Have been permanently excluded.

The school will also remove a student from the admissions register where the school and LA has been unable to establish the student's whereabouts after making reasonable enquiries into their attendance.

If a student is to be removed from the admissions register, the school will provide the LA with the following information:

- The full name of the student
- The full name and address of any parent/carer with whom the student lives
- At least one telephone number of the parent/carer with whom the student lives
- The full name and address of the parent/carer with whom the student is going to live, and the date that the student will start living there, if applicable
- The name of the student's new school and the student's expected start date there, if applicable
- The grounds for removal from the admissions register under regulation 8 of the Education (Student Registration) (England) Regulations 2006 (as amended)

The school will work with the LA to establish methods of making returns for students back into the school.

The school will highlight to the LA where they have been unable to obtain necessary information from parents/carers, e.g. where an address is unknown.

The school will also highlight any other necessary, contextual information, including safeguarding concerns.

## **12 Students with special educational needs and disabilities (SEND)**

The school recognises that students with SEND can face additional safeguarding challenges, and understands that further barriers may exist when determining abuse and neglect in this group of students.

Staff will be aware of the following:

- Certain indicators of abuse such as behaviour, mood and injury may relate to the student's disability without further exploration
- Students with SEND can be disproportionately impacted by things like bullying, without outwardly showing any signs
- Communication barriers may exist, as well as difficulties in overcoming these barriers

When reporting concerns or making referrals for students with SEND, the above factors will always be taken into consideration.

### **13 Concerns about a student**

Concerns about a student do not include those in immediate danger and so must be handled differently.

- If a staff member has any concerns about a student, they will raise this with the DSL or, if necessary, refer the case to specialist or early help services.
- If a referral is made about a student by anyone other than the DSL, the DSL will be informed as soon as possible.
- The LA will make a decision regarding what action is required within one working day of the referral being made, and will notify the referrer.
- Staff are required to monitor a referral if they do not receive information from the LA regarding what action is necessary for the student.
- If the situation does not improve after a referral, the DSL will ask for reconsideration to ensure that their concerns have been addressed and that the situation improves for the student.
- If early help is appropriate, the case will be kept under constant review. If the student's situation does not improve, a referral will be considered.
- All concerns, discussions and decisions made, as well as the reasons for those decisions, will be recorded in writing by the DSL and kept securely.
- If a student is in immediate danger, a referral will be made to Children's Social Care and/or the police straight away.

Where there are safeguarding concerns, the school will ensure that the student's wishes are always taken into account, and that there are systems available for students to provide feedback and express their views.

An inter-agency assessment will be undertaken where a child and their family could benefit from coordinated support from more than one agency. These assessments will identify what help the child and family require in preventing needs escalating to a point where intervention would be needed.

### **14 Concerns about staff members and safeguarding practices**

If a staff member has concerns about another member of staff then this will be raised with the headteacher.

If the concern is with regards to the headteacher, this will be referred to the chair of governors.

Any concerns regarding the safeguarding practices at CHSG will be raised with the SLT, and the necessary whistleblowing procedures will be followed, as outlined in the **Whistleblowing Policy**.

If a staff member feels unable to raise an issue with the SLT, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).

Any allegations of abuse made against staff members will be dealt with in accordance with the Local Authorities procedures and referred to the LADO.

## **15 Allegations of abuse against other students**

All staff will be aware that students are capable of abusing their peers, and will never tolerate abuse as “banter” or “part of growing up”.

The school is aware that peer-on-peer abuse can be manifested in many different ways, including sexting and gender issues, such as girls being sexually touched or assaulted, and boys being subjected to hazing/initiation type of violence, which aims to cause physical, emotional or psychological harm.

All allegations of abuse made against other students and the disciplinary action necessary will be dealt with in accordance with the procedures outlined in the school's **Anti-Bullying Policy**.

The DSL will be informed of any allegations of abuse against other students, who will record the incident in writing and decide what course of action is necessary, with the best interests of the student in mind at all times.

If appropriate, a referral may be made to children's social services and, depending on the nature of the incident, the police.

The DSL will decide which safeguards, if any, are necessary for the student, e.g. counselling support or immediate protection.

In all cases, parents/carers will be informed of the incident and how it is being managed, unless doing so would put the student at further risk of harm.

In order to prevent peer-on-peer abuse, the school will educate students about abuse, its forms, the importance of discussing any concerns and respecting others, through the curriculum, assemblies and PSHE lessons regularly.

The school will also ensure that students are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in PSHE lessons, sex and relationship education (SRE) and group sessions.

## **16 Online Safety**

**CHSG** will ensure that suitable filtering systems are in place to prevent children accessing terrorist and extremist material, in accordance with the school's **E-safety Policy**.

The use of mobile phones by staff and students is closely monitored by the school, in accordance with the **Mobile Phone Policy**.

The school will ensure that the use of filtering and monitoring systems does not cause “over blocking” which may lead to unreasonable restrictions as to what students can be taught regarding online teaching.

## **17 Safer Recruitment**

An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:

- Are responsible on a daily basis for the care or supervision of children.
- Regularly work in the school at times when children are on school premises.
- Regularly come into contact with children under 18 years of age.

### ***Pre-employment checks***

The governing body will assess the suitability of prospective employees by:

- Verifying the candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Obtaining a certificate for an enhanced DBS check with barred list information where the person will be engaged in regulated activity.
- Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teacher Services' System.
- Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
- Checking the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the school will follow the advice set out on the Gov.UK website.
- If the person has lived or worked outside the UK, making any further checks that the school considers appropriate; this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.
- Checking professional experience and qualifications as appropriate.

A DBS certificate will be obtained from candidates before or as soon as practicable after appointment. An online update check may be undertaken through the DBS update service if an applicant has subscribed to it and gives their permission.

Evidence of an enhanced DBS certificate and barred list check will be obtained for all trainee teachers from the ITT provider.

An enhanced criminal records DBS check will be carried out on for each member of the governing body.

The school will refer to the DBS anyone who has harmed a child, poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

### **Barred List Check**

An enhanced DBS check may be requested for anyone working in the school that is not in regulated activity, but not with a barred check list.

If there are concerns about an applicant, an enhanced DBS check with barred list information may be requested, even if he/she has worked in regulated activity in the three months prior to appointment. An enhanced DBS check may be requested for anyone working in the school that is not in regulated activity, but not with a barred list check.

Written information about their previous employment history will be obtained from candidates and the appropriate checks undertaken to ensure information is not contradictory or incomplete.

### **References**

References will be obtained directly from referees and scrutinised, with all concerns satisfactorily resolved prior to confirmation of employment.

References will be sought on all short-listed candidates, including internal ones, before interview and checked on receipt to ensure that all specific questions were answered satisfactorily.

Information about past disciplinary action or allegations will be considered carefully when assessing an applicant's suitability for a post.

Written notification will be obtained from any agency or third-party organisation contracted by the school, confirming that the organisation has carried out the same checks on an individual who will be working at the school that the school would otherwise perform. Checks will be conducted to ensure that the contractor presenting themselves for work is the same person on whom the checks have been made.

### **Volunteers**

No volunteer will be left unsupervised or allowed to work in regulated activity until the necessary checks have been obtained. An enhanced DBS certificate with barred list check will be obtained for all new volunteers in regulated activity that will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis. An enhanced DBS certificate will be obtained for new volunteers not in regulated activity. The school will consider obtaining an enhanced DBS certificate with barred list check for existing volunteers that provide pastoral care.

Unless there is cause for concern, the school will not request a DBS certificate with barred list check for other unsupervised volunteers that are continuing with their current studies, as the volunteer should already have been checked.

A risk assessment will be undertaken for volunteers not engaged in regulated activity when deciding whether to seek an enhanced DBS check. Governors that are volunteers shall be treated on the same basis as other volunteers.

The school will ensure that any contractor or employee of the contractor working at the school has been subject to the appropriate level of DBS check. Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the school.

The school will ensure that policies and procedures are in place to protect children from harm during work experience placements.

### **18 Single Central Record (SCR)**

The school will set up and maintain a single central record of whether or not the following checks have been carried out on, or certificates obtained from, members of the governing body, staff members, volunteers and other individuals working with children in the school:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK

- A check of professional qualifications
- A check to establish the person's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

## **19 Training**

Staff members will be made aware of systems and policies within the school which support safeguarding during the induction process. The designated safeguarding lead will undergo updated child protection training every two years. The headteacher and all staff members will undergo child protection training which is updated regularly, in line with LSCB advice. All staff will be made aware of safeguarding topics throughout the academic year.

### ***Safeguarding Key Training Areas***

There are six key areas of training to arrange:

- Induction Training (mandatory)
- Awareness training for whole staff (statutory)
- Designated Safeguarding Lead Training (statutory)
- Safer Recruitment Training (statutory)
- Training about preventing terrorism (statutory).
- Training for School Governors (non-statutory)
- Training on specific issues as they arise

There is no national guidance on the timescale for refresher training for staff, with the exception of the DSL training, which is at two-yearly intervals. Safer Recruitment training no longer has a refresher timescale

Training should be about building the capacity to safeguard all students, the school must:

- Keep a record of staff training, including type of training and dates
- Offer training to all staff on a 'regularly updated' basis
- Training should cover how to identify and respond early to the needs of all vulnerable children, including: unborn children; babies; older children; young carers; disabled children
- Ensure induction training for new staff
- Ensure DSLs receive specific training for their role every two years
- Ensure that at least one person in each recruitment process has had 'Safer Recruitment' training
- Provide training about the duty to 'prevent terrorism'

## **20 Reporting**

Staff members should raise any concerns that they may have about a child with the school's designated safeguarding lead, including situations of abuse which may involve other staff members.

This concern should be reported to the safeguarding team immediately, verbally. This should be followed up by recording the concern on the Safeguarding Concern Form (Appendix A).

The safeguarding lead will decide whether to make a referral to the Multi Agency Safeguarding Hub (MASH) or children's social care, but any staff member can refer their concerns to children's social care directly. (See Appendix B for the Safeguarding flow chart).

The referrer shall press MASH/children's social care for re-consideration if the decision was taken not to undergo an early help assessment and the child's situation does not improve.

The early help assessment should be undertaken by a lead professional who could be a teacher, Special Educational Needs Co-ordinator (SENCO), General Practitioner (GP), family support worker, and/or health visitor.

An inter-agency assessment will be undertaken where a child and their family could benefit from coordinated support from more than one agency. These assessments should identify what help the child and family require in preventing needs escalating to a point where intervention would be needed.

A child will immediately be referred to MASH/children's social care if there is a risk of immediate serious harm to a child.

This policy will be reviewed annually.



Signature(s): \_\_\_\_\_  
 Print name(s) \_\_\_\_\_ Date \_\_\_\_\_

**FLOW CHART FOR RAISING SAFEGUARDING CONCERNS**

**Safeguarding Team**  
**Lead:** Anne Holland  
**Deputies:** Stacey Warren, Wendy Newman & Helen Holmes

**Designated Safeguarding Leads:**

Anne Holland (AH)

Wendy Newman (Years 7 – 8)  
 Stacey Warren (Years 9 – 11)  
 Helen Holmes

Link Governor: Paul Harding

**Local Authority Designated Officer for concerns about adults is:**

Andrew Wyatt

**Contact details:**  
 020 8770 6787  
 Andrew.wyatt@suttongov.uk  
 LADO@suttongov.uk

**Alert AH/WN/SW/HH of the concern immediately either verbally or handing them a SC form**

Email SC form to AH/WN/SW/HH

Designated Safeguarding Lead reviews concern form and makes a decision about next steps

Decision made to monitor concern

Decision made to discuss the concern informally with the parent(s)/carer(s)

Decision made to refer the concern to Social Care

Class teacher asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale

**Monitor**

Once discussed with parent(s)/ carer(s) Designated Safeguarding Lead decides to record concern, monitor or refer to Social Care

**Refer**

Designated Safeguarding Lead discusses decision with a senior teacher or the Head and agrees to refer to Social Care

**Record**

Designated Safeguarding Lead records concern and keeps in confidential safeguarding file

**Contact Details**

**Social Care Referrals & Prevent/Channel Referrals**

**MASH**  
 020 8649 0418

*In exceptional circumstances, concerns may be referred directly to Children's Social Care*

