



# Whitehill Primary School

## POLICIES AND PROCEDURES

### SAFEGUARDING AND CHILD PROTECTION

Date Policy Originated/ Amended	Date Policy Approved by WPS Governing Body	Signature
November 2015		M Moaby
October 2016	October 2016	M Moaby
November 2017	25 January 2018	A Robinson
January 2019	24 January 2019	B Guess
March 2020	10th March 2020	B Guess
January 2021	January 2021	B Guess

For review by WPSLGB/Headteacher:

Next review due: January 2022

## **Section 1: Safeguarding**

### **Introduction**

The School's policy and procedures on safeguarding are based on the government's guidance on "Keeping children safe in education" (September 2020). The school adheres to the requirements and recommendations of the Kent Safeguarding Children Multi-agency Partnership (KSCMP) with regard to Child Protection issues and carries out other procedures that are connected and relevant.

Safeguarding should permeate all aspects of school life. Whilst certain areas are the responsibility of senior staff all employees should take responsibility for the protection of students.

At Whitehill Primary School we seek to keep our students safe from maltreatment; to prevent impairment of children's health or development; to ensure that children grow up in circumstances consistent with the provision of safe and effective care; and to take action to enable all children to have the best outcomes. Where a child is suffering significant harm, is likely to do so, or is in need of additional support action will be taken to protect that child.

All employees will exercise their responsibilities to provide a safe environment; further to this teachers will strive to maintain public trust in the teaching profession as part of their professional duties. All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm and to take appropriate action, working with other services as needed, and will always act in the interests of the child.

### **The Management of Safeguarding**

#### *Responsibilities*

At Whitehill Primary there are at least two Designated Persons in the Lower/Upper part of the school who will lead on Safeguarding (Designated Safeguarding Lead - (DSL). The Local Governing Body also has a Governor appointed to take an overview. The Headteacher will take overall responsibility for Safer Recruitment and safeguarding pertaining to members of staff.

#### *Raising Awareness*

All staff members will be made aware of systems within the school which support safeguarding as part of staff induction. This includes: the school child protection policy and the role of the Designated Safeguarding Lead. All staff members will receive appropriate child protection training which is regularly updated. This will include advice on recognising the signs of different sorts of abuse and neglect (Appendix A). Staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. Kent Safeguarding children Multi-agency Partnership will also be able to provide advice on safeguarding issues.

DSLs should help promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children (including those with a social worker) are experiencing, or have experienced, with teachers and other staff.

#### *Raising concerns*

If staff members have concerns about a child they should raise these with a Designated Safeguarding Lead and they will usually make any decision to refer the concern. 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 at once. Anybody can make a

referral. **If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.** (Appendix B).

If staff members have concerns about another member of staff then this should be referred to the headteacher or the chair of governors. Concerns about unsafe practices or potential failures in safeguarding can be raised through other whistleblowing channels.

### *Specific safeguarding issues*

Staff are made aware of the Safeguarding issues that can put children at risk of harm (APPENDIX A). They are reminded that abuse, neglect and safeguarding issues are rarely standalone events which can be covered by one definition or label. In most cases multiple issues will overlap.

All staff are made aware that behaviours linked to the likes of drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

Safeguarding issues can manifest themselves via peer to peer abuse. This is most likely to include, but not limited to: bullying (including cyberbullying); Physical abuse such as hitting, kicking, shaking, biting, pulling hair or otherwise causing physical harm; sexual violence and sexual harassment (see Part 5 KCSIE 2018); sexting (youth produced sexual imagery); and initiation / hazing type violence and rituals. Peer to peer abuse now also includes 'upskirting' (upskirting is typically when a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm).

Peer to Peer abuse will not be tolerated or passed off as 'banter' or 'part of growing up'. Instances of peer to peer abuse will be investigated and dealt with in line with the school behaviour and discipline policy. Victims, perpetrators and any others affected will be supported. The nature of this support will be decided on a case by case basis and involve the school pastoral teams and outside agencies as necessary.

Children missing from education at Whitehill Primary School will be considered and addressed in line with departmental guidance 'Children Missing Education'. Whitehill Primary School keeps an attendance register which is regularly checked for poor attendance and associated patterns. Poor attendance is dealt with in combination with parents and any necessary outside agencies. Reporting duties are carried out in line with the aforementioned guidance.

As specific safeguarding issues become prominent on the national agenda, Whitehill Primary School will raise awareness of these with staff and, where appropriate, students and their parents /carers. Current priorities include; Child Sexual Exploitation, Gang related activity including grooming and vulnerability to involvement in County Lines, so called Honour based violence including Female Genital Mutilation (also forced marriage and practices such as breast ironing) and Preventing Radicalisation. (Appendix F) Staff will also need to know the indicators that may signal that children are at risk from, or are involved with, serious violent crime. Staff should also be aware of the associated risks and understand the measures in place to manage them.

If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police

Safeguarding incidents can be associated with factors outside of school. All staff but particularly the DSL's should be considering the context within which such instances occur (contextual safeguarding. When making assessments or referring to children's social services as much contextual information should be provided as is available. More information is available at [www.contextualsafeguarding.org.uk](http://www.contextualsafeguarding.org.uk)).

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only trained professionals should make a diagnosis of a mental health problem, but staff are well placed to observe children and identify those whose behaviour suggests they may be experiencing a mental health problem, or be at risk of developing one. Abuse, neglect and other traumatic adverse childhood experiences can have a lasting impact, and it's key that staff are aware of how these experiences can affect children's mental health, behaviour and education. Staff should take action on any mental health concerns that are also safeguarding concerns.

### **Safer Recruitment**

Whitehill Primary School has procedures in place that help identify and deter or reject people who might abuse children. These include criminal record checks (DBS checks), barred list checks and prohibition checks. For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff will regularly work at WPS; be responsible, on a regular basis, for supervision of children; or will regularly come into contact with children under 18 years of age. (Appendix B).

WPS will always require written references (not 'open' references or testimonials) from previous employers or educational institutions prior to employment. The school will also establish a full employment and educational history ensuring that any concerns are resolved before employment is confirmed.

Prior to employment further checks will be carried out including

- Verification of identity via current photographic ID and proof of address except where, for exceptional reasons, none is available
- Verification of the person's right to work in the UK
- Verification of professional qualifications, as appropriate

### *Single Central Record*

Whitehill Primary School keeps a Single Central Record which covers:

All staff who work at WPS providing education to children; all others who work in regular contact with children, including volunteers and the Local Governing Body. The information to be recorded on these individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- 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; and
- a check to establish the person's right to work in the United Kingdom.

### *Agency and third-party staff*

WPS will obtain written notification from any agency, or third-party organisation, they use that the organisation has carried out the checks on an individual who will be working at the school.

### *Trainee/student teachers*

Where applicants for initial teacher training are salaried by WPS the school will ensure that all necessary checks are carried out and that they will include an enhanced DBS certificate and barred list check. Where

trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. In the case of the Thames Teaching Alliance the school will carry out the checks on their behalf.

### *Existing staff*

If there are concerns about an existing staff member's suitability to work with children, WPS will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity will be carried out. **Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.**

### *Volunteers*

Volunteers in respect of whom no checks have been obtained will not be left unsupervised with students. New volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis will be DBS and barred list checked. For new volunteers not in regulated activity WPS will obtain an enhanced DBS certificate.

### *Governors*

Members of Local Governing Body must have an enhanced DBS check with a Children's Barred List check. If they act in as volunteer they will be treated on the same basis as other volunteers.

### *Contractors*

Contractors, or their employees, must have an appropriate level of check if one is required. The identity of contractors should be checked on arrival.

## **Allegations made against school staff**

If allegations that current employees (or supply staff)

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- someone may have been involved in an incident outside of school which didn't involve children, but could have an impact on their suitability to work with them (e.g. domestic violence)

are made, even if the allegations are historical, then the following procedures should be used. Allegations against a teacher who is no longer teaching at Whitehill Primary School should be referred to the police.

Investigations should be carried out as quickly as possible. The Local Authority Designated Officer (LADO) should be informed of all allegations that come to a school's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate. Following discussion a course of action will be determined.

The following definitions should be used when determining the outcome of allegation investigations:

**Substantiated:** there is sufficient evidence to prove the allegation;

**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

**False:** there is sufficient evidence to disprove the allegation;

**Unsubstantiated:** there is insufficient evidence to either to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

The Headteacher should inform the accused person about the allegation as soon as possible after consulting the LADO. Employers must consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the school. All options to avoid suspension should be considered prior to taking that step.

### *Supporting those involved*

Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. They should act to manage and minimise the stress inherent in the allegations process. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in the school is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The individual should be advised to contact their trade union representative, if they have one, or a colleague for support. They should also be given access to welfare counselling or medical advice where this is provided by the employer.

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it. Parents or carers should also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. However, where a strategy discussion is required, or police or children's social care services need to be involved, information will only be disclosed after appropriate consultation. Parents and carers should also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

### *Confidentiality*

It is extremely important that when an allegation is made, the school makes every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The Headteacher should take advice from the LADO, police and children's social care services to agree the following:

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

### *Managing the situation and exit arrangements*

If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up. A referral to the DBS must be made, if the criteria are met (see paragraph 73 of KCSIE Guidance) and it will not be appropriate to reach a settlement/compromise agreement. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process. Wherever possible the accused should be given a full opportunity to answer the allegation and make representations about it.

So-called 'settlement/compromise agreements', by which a person agrees to resign if the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, should not be used in cases of refusal to cooperate or resignation before the person's notice period expires. Such an agreement will not prevent a thorough police investigation where that is appropriate.

### *Record keeping*

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

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

### *References*

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

### *Timescales*

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

For those cases where it is clear immediately that the allegation is unsubstantiated or malicious, they should be resolved within one week. Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the school to deal with it, although if there are concerns about child protection, the school should discuss them with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the school should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

### *Oversight and monitoring*

The LADO has overall responsibility for oversight of the procedures for dealing with allegations; for resolving any inter-agency issues; and for liaison with the Local Safeguarding Children Board (LSCB) on the

subject. The LADO will provide advice and guidance to the school, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. Reviews should be conducted at fortnightly or monthly intervals, depending on the complexity of the case.

### *Suspension*

The possible risk of harm to children posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the school to consider suspending the accused until the case is resolved. Suspension should not be an automatic response when an allegation is reported; all options to avoid suspension should be considered prior to taking that step.

Suspension should be considered only in a case where there is cause to suspect a child or other children at the school is/are at risk of harm or the case is so serious that it might be grounds for dismissal.

The school should also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements. In many cases an investigation can be resolved quickly and without the need for suspension. Based on assessment of risk, the following alternatives should be considered by the case manager before suspending a member of staff:

- redeployment within the school so that the individual does not have direct contact with the child or children concerned;
- providing an assistant to be present when the individual has contact with children;
- redeploying to alternative work in the school so the individual does not have unsupervised access to children;
- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or temporarily redeploying the member of staff to another role in a different location, for example to an alternative school in the Trust.

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

The power to suspend is vested in the governing bodies of the school who are the employers.

### *Specific actions*

Following a criminal investigation or a prosecution:

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

In respect of malicious or unsubstantiated allegations:

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

## **Section 2: Child Protection**

### **Basic Procedures**

The school adheres to the requirements and recommendations of the local authority (KSCMP) with regard to Child Protection issues and carries out other procedures that are connected and relevant. Whitehill Primary School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. The six main elements to our policy are to:

1. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
2. Raise awareness of child protection issues, equipping children with the skills to keep them safe
3. Develop and implement procedures for identifying and reporting suspected cases of abuse
4. Support pupils who have been abused in accordance with the agreed child protection plan
5. Establish a safe environment in which children can learn and develop
6. Have a robust approach to children missing education

We recognise that, because of their day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure and are listened to
- Ensure children know that there are adults in the school whom they can approach if worried
- Include opportunities in the personal, social, health and economic (PSHE) curriculum for children to develop the skills they need to recognise and stay safe from abuse

Whitehill Primary School will follow the procedures set out by the KSCMP and take account of guidance issued by the Department for Education. Information regarding threshold criteria can be found in Appendix C. The school will:

- Ensure we have a nominated governor responsible for child protection
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person(s) responsible for child protection and their role
- Share information regarding vulnerable children on a need to know basis in the interests of the child.
- Ensure all staff and volunteers understand their responsibilities in recognizing and referring students. This includes an understanding of the need for disclosure.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences
- Keep written records of concerns about children, even where there is no need to refer the matter immediately. We will ensure all records are kept securely, separate from the main pupil file, and in locked locations

- Ensure safe recruitment practices are always followed and follow procedures where an allegation is made against a member of staff or volunteer (See Section 1)

We recognise that the school may be the only stable, secure and predictable element in the lives of children at risk. Looked after children and those with special educational needs or disabilities maybe more vulnerable. The school will endeavour to support the pupil through:

- The content of the curriculum
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The school behaviour policy
- Liaison with other agencies that support the pupil
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed
- Ensure that all Children Missing Education (CMEs) are followed up.

### **Child Protection**

The Headteacher, Deputy Heads, Assistant Heads and the Family Liaison Officer (FLO) are the Designated Safeguarding Leads (DSL) and have attended the required training courses. They are responsible for:

- Coordinating safeguarding action for individual children
- Liaising with other agencies and professionals
- Ensuring locally established procedures are followed and making referrals
- Acting as consultants to staff to discuss concerns
- Maintaining a confidential recording system
- Representing or ensuring the school is represented at inter-agency meetings
- Managing and monitoring the schools part in the CAF / Child in need / Child protection plans

DSLs will recognise that children may need a social worker due to safeguarding or welfare needs, such as abuse, neglect and complex family circumstances. These experiences can leave children vulnerable to further harm, as well as potentially creating barriers to attendance, learning, behaviour and mental health. KCC should tell the school if a child has a social worker, and DSLs should hold and use this information in the best interests of the child's safety, welfare and educational outcomes, such as when decisions are made on:

- Responding to unauthorised absence or missing education where there are known safeguarding risks
- The provision of pastoral and/or academic support

Teaching staff receive annual training. Every year all staff are reminded of the School advice on Child Protection (Appendix D). All new and temporary teaching staff receive a copy of the School Advice on Child Protection on induction which is a priority upon taking up a position at the school. It is the job of the member of staff in charge of training and the lead member of staff for Child Protection to make sure that staff are trained in Child Protection.

The recording of child protection issues are in accordance with recommended procedures. Use is made of the 'Consultation' process with County when advice on courses of action are being considered. Referrals to Children's Social Services will be made using Kent's inter-agency referral form and with reference to the Kent and Medway interagency Threshold Criteria for Children in Need. Where a DSL is unsure of the threshold for referral a telephone phone call will be made to the Early Intervention Team at Kent Children's Social Services. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent. All referrals are made via the County Duty Team / KCAS. Student Support Staff liaise as appropriate with external agencies to support students and advise

agencies of concerns. In all but the most exceptional cases parents / carers will be made aware of the concerns felt for a young person at the earliest possible stage. The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

### **Escalation**

On occasion, staff may pass information about a child to the DSL, but remain anxious about subsequent action. Staff should be able to clarify with the DSL further progress (without being given confidential information) to reassure themselves that appropriate action is being taken. If they have concerns that they feel are not being dealt with, it is the responsibility of any member of staff to seek further advice from the Headteacher. If they are unhappy with the response from the Headteacher they may contact the link governor for child protection. If the DSL feels that the matter is not being dealt with appropriately by the Social Services Team or by the lead professional for an ongoing case, then they may escalate or seek further advice from the Area Children's Officer or through a risk management referral to the Risk Management Group.

### **Online Safety**

The school recognises Online Safety as a key concern in the 21<sup>st</sup> Century. The School will do everything it reasonably can to create systems and filters to help students safely use ICT. However, the School also recognises the need to encourage the safe use of ICT beyond the school gates. Internet safety will be taught as part of the curriculum in relevant lessons.

The School has a separate Online Safety policy. Staff and students are required to recognise acceptable use agreements when joining the school.

### **PSHE**

There are many issues of safeguarding that require addressing either through the PSHE programme or via assemblies e.g. Personal safety, Substance abuse. In addition, reminders regarding these matters need to be issued through re-visiting topics via PSHE, Assemblies, Email, posters and notices.

## APPENDIX A - Types of abuse and neglect

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

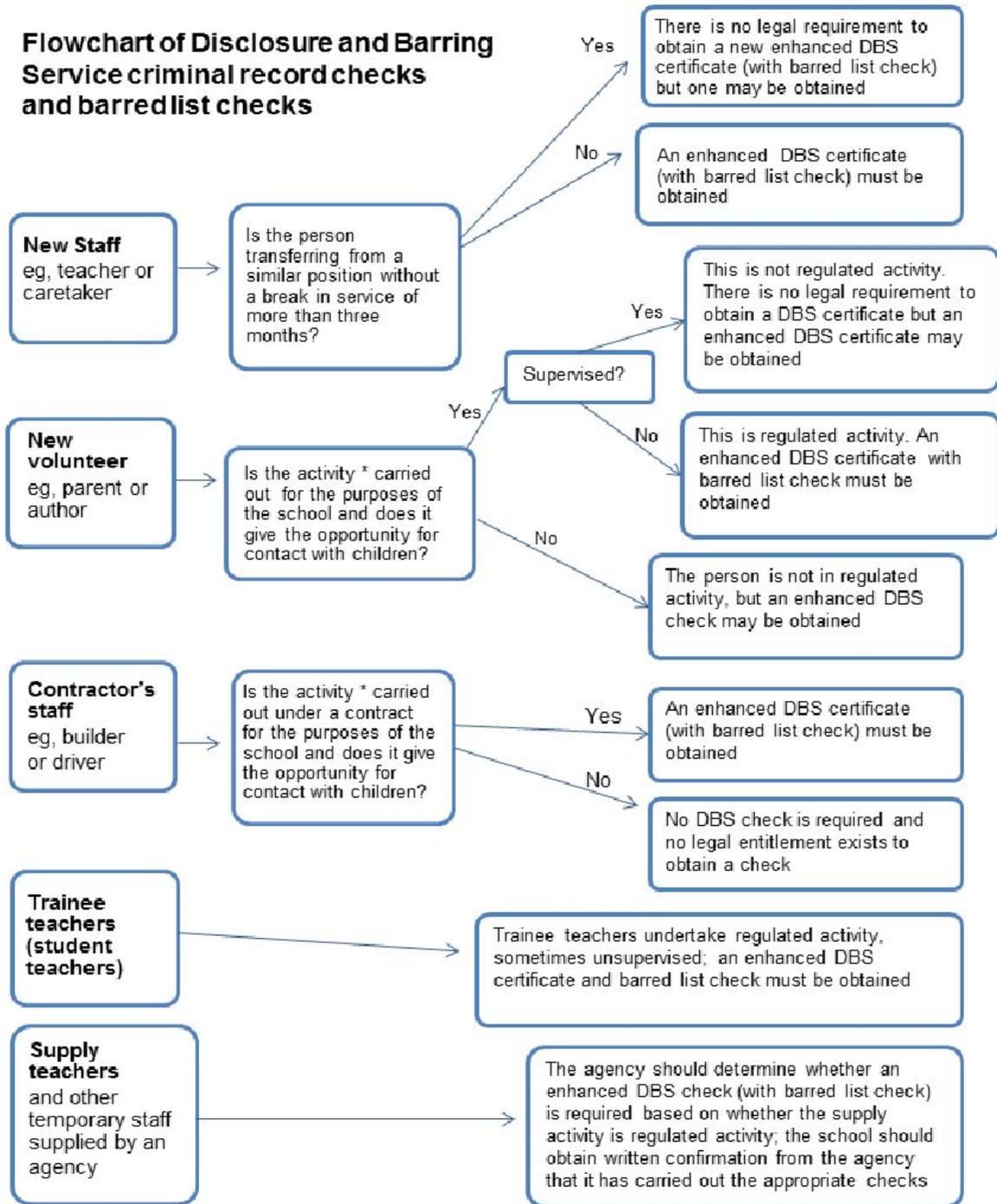
**Peer on Peer:** All staff should be aware of Peer on Peer abuse. If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

**APPENDIX B**

**Flowchart of Disclosure and Barring Service criminal record checks and barred list checks**



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

## **APPENDIX C - Assessing the needs of a child**

There are 4 tier thresholds for assessing the needs of children – It is the DSL’s responsibility to consult the ‘Chin’ matrix to assess the next course of action.

**Tier 1** – No additional support beyond that which is universally available. Typically these children are likely to live in a resilient and protective environment where their needs are met.

**Tier 2** - Support – These children can be defined as needing some additional support without which they would be at risk of not reaching their full potential. Their identified needs may relate to their health, educational, or social development, and are likely to be short term needs. (Common Assessment Form)

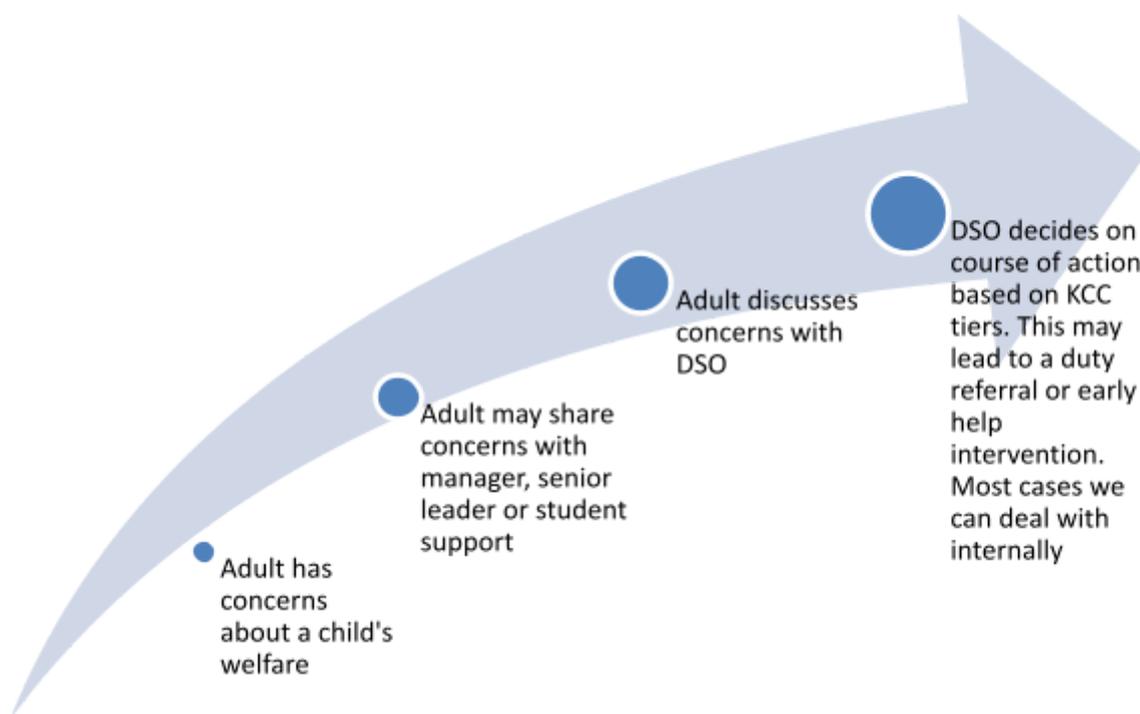
**Tier 3** – Children in Need – These children are identified as requiring specialist support. It is likely that for these children their needs and care are at present very significantly compromised. Only a small fraction of children will fall within this band. These children will be highly vulnerable. (Common Assessment Form)

**Tier 4** – Child protection – Children experiencing significant harm that requires statutory intervention such as child protection or legal intervention. These children may need to be accommodated by the family/children’s care services. (Social Services)

## APPENDIX D - SAFEGUARDING CHILDREN – CHILD PROTECTION

All those who come into contact with children and families in their everyday work have a duty to safeguard and promote the welfare of children.

- All staff should be familiar with and following procedures and protocols for promoting and safeguarding the welfare of children.
- All staff must know who to contact to express concerns about a child’s welfare.
- All staff should be familiar with Part 1 (P5-13) of the DFE document ‘Keeping Children Safe in Education’ and Governors should also be familiar with Part 2 (P14-21) [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)



The Adult should consult with the Designated Safeguarding Officer (DSO) as soon as they suspect a protection issue - see below.

Procedures
<ul style="list-style-type: none"><li>• These procedures are written using advice and guidance from the Department for Education. The documents ‘Keeping Children Safe in Education’ and ‘Working together to safeguard children’ have been used to prepare these procedures.</li></ul>

### How do I recognise signs of abuse?

To keep children safe all adults at the school must be able to recognise signs of abuse. Most of the time you will not see the actual abuse but you will see the consequences of the abuse. As well as any physical indications, you should be aware that significant changes in behaviour maybe a sign of wider issues.

- **Physical Abuse** – eg hitting, shaking, burning, scalding, drowning and suffocating. This maybe recognisable through bruising, lacerations, visual marks and pain. Other signs may include lack of willingness to remove clothing or clothes covering injuries.
- **Emotional abuse** – Persistent emotional maltreatment of a child to cause severe and persistent adverse effects on emotional development. This may involve conveying to a child that they are worthless or unloved, over-protection, bullying and cyber-bullying, inappropriate expectations. This may lead to the child displaying extremes or changes in behaviour, such as being withdrawn or aggressive.
- **Neglect** – Persistent failure to meet a child’s basic physical or psychological needs. The child may have obvious poor diet or hygiene or lack the ability to communicate with peers and adults.
- **Sexual** – Forcing or enticing a child or young person to take part in sexual activity. This may include physical acts which are penetrative or non-penetrative. Sexual abuse can also include non-contact activities involving looking at or in the production of sexual images and ‘grooming’ on the internet. Signs of this type of abuse are difficult, however they may become withdrawn or overly sexualised.

Specific areas identified as causing considerable harm to young people

- **Child Sexual Exploitation** – Exploitation of young people involves situations where young people receive something as a result of performing sexual activity. All cases of individuals exploiting others involve a power differential, one person having power over another. This differential could be age, intellect, physicality, economic or other resources. Adults should look out for changes in behaviour, inappropriate language that indicates interaction with an older person, sexualized behaviour and new friendship groups.
- **Female Genital Mutilation (FGM)** - FGM, also known as female genital cutting and female circumcision, is the ritual removal of some or all of the external female genitalia. Typically carried out using a blade or razor, FGM is practised by ethnic groups in 27 countries in sub-Saharan and north-east Africa and, to a lesser extent, in the Middle East. The age at which it is conducted varies from days after birth to puberty. Indications of FGM may include; the child may talk about FGM; family taking unauthorised holiday or aware of vaccinations not necessary for the UK; you are aware of other family members that may have had FGM.
- **Radicalisation** - People can often become drawn to principles and ideologies held by others and some are particularly susceptible to this type of control. Such individuals may be lacking moral role models in their lives or experiencing a lack of access to proper education or balanced arguments that can enhance their sensitivity to this form of manipulation.

These ideologies may be shared through local ‘teachers’, national groups and often on the Internet.

Radicalisers use normal social processes of influence when trying to persuade vulnerable people towards their beliefs. The difference is they use it to potentially extreme effect. If you suspect that a child may be at risk of radicalisation then you should talk immediately to the DSO or the lead prevent person (Headteacher).

### How do I deal with a child that tells me about abuse?

- When a child tells you something it is called 'disclosure.'
- Disclosure is never easy to deal with but you must remember two things. The child is telling you something they find very difficult and they trust you.
- The role of an adult in 'disclosures' is R and R - Recognise and Refer.
- It is not the role of the adult to investigate or make judgements about what is true or false.

If a child approaches you...

- Reassure that he / she is doing the right thing by telling.
- Do not promise confidentiality. Make it clear that you have a legal duty to make sure the child is safe and that this will mean that you have to tell someone else.
- Do not question the child - let them tell their story. Avoid investigative questions like 'where, when and who'. These might frighten the child and could detrimentally interfere with any formal investigations by social services or the police.
- When the child is finished, reassure them that they have done the right thing and talk about what you are going to do next.
- When the child has gone, make detailed notes using as much of the child's own words as you can remember. Sign and date these. They may form the basis of any statement that you give to the authorities. There is a standard form available from Student Support.
- Do not attempt to carry out any investigations – immediately pass the information straight to the DSO. Do not be tempted to keep it to yourself. You will not have the overall school picture of what is happening to that child or necessarily be aware of any external agency intervention already in place. The DSO may ask you to continue to be the Link person for that child but you must involve the DSO straight away.

### What do I do if I am unhappy with the response from the DSO?

- If unhappy with the DSO's response you can refer to the Headteacher, Mr Lowing, Designated Safeguarding Lead (DSL). If you are unhappy with the response of the Headteacher you can refer to Barbara Guess (Governor in Charge of Child Protection).
- If you suspect a colleague is involved with the harm caused to a child you must follow the school procedures – Do not ignore it!

Your DSO are:



Mr Lowing  
Headteacher  
Designated Safeguarding Lead/Prevent Duty Lead



Mrs Prest  
Deputy Headteacher



Miss Bates  
Deputy Headteacher



Miss Richardson  
Deputy Headteacher



Miss Foster  
Assistant Headteacher



Mrs French  
Assistant Headteacher  
Acting Deputy Headteacher



Mrs Pinto  
Assistant Headteacher



Mrs Mannings  
Family Liaison Officer

## DECLARATION

It is the responsibility of all employees of Whitehill Primary School to follow the School's policies for safeguarding and promoting the welfare of children.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

An Academy in The Decus Educational Trust

## **APPENDIX E - Child Sexual Exploitation**

The KSCMP has developed a toolkit for the identification of Child Sexual Exploitation (CSE) Toolkit to help professionals in all agencies assess whether a child for whom they have a concern is at risk of harm through sexual exploitation. This can be found <http://www.kscb.org.uk/guidance/sexual-abuse-andexploitation>. All staff as part of their induction and annual safeguarding training are made aware of CSE. If a member of staff has a cause to believe that a child is at risk of CSE then it should be referred to a DSO in the same way as other types of abuse.

### **Radicalisation (Prevent)**

The school follows government guidelines in the Prevent Duty;  
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty> All staff are made aware of Prevent as part of their induction and annual safeguarding training. All staff complete the General Awareness Module as part of their training. Staff should refer issues to the DSO or the Headteacher who is the Designated Prevent Lead. Female Genital Mutilation All staff are trained at induction or through annual safeguarding training to recognise the signs of FGM and those that are most vulnerable. Staff should refer issues to the DSO immediately.

### **Female Genital Mutilation**

All staff are trained at induction or through annual safeguarding training to recognise the signs of FGM and those that are most vulnerable. Staff should refer issues to the DSO immediately.