

# Child Protection Policy and Procedures



**Policy Date: September 2019**

**Approved by Governors on:**

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## 1 Contacts

### 1.1 School contacts

- Head Teacher Mr Simon Baker (01844) 345496 ([sbaker@prsbucks.com](mailto:sbaker@prsbucks.com))
- Designated Safeguarding Lead (DSL) Mr James Essex (01844) 345496 ([jessex@prsbucks.com](mailto:jessex@prsbucks.com))
- Additional Designated Safeguarding Leads :
  - Mrs Sue Hine Pastoral Support Manager (01844) 345496 ([shine@prsbucks.com](mailto:shine@prsbucks.com))
  - Miss Vicky Bennell Pastoral Support Officer (01844) 345496 ([vbennell@prsbucks.com](mailto:vbennell@prsbucks.com))
  - Mrs Linda Williams Learning Support Manager (01844) 345496 ([lwilliams@prsbucks.com](mailto:lwilliams@prsbucks.com))
- Nominated Safeguarding Governor: Ms Emma Bell ([gov\\_ebell@prsbucks.com](mailto:gov_ebell@prsbucks.com))
- Chairs of Governors: Mr Richard List and Mr Adam Taylor ([chairofgovernors@prsbucks.com](mailto:chairofgovernors@prsbucks.com))

### 1.2 Contacts in Buckinghamshire County

- Education Safeguarding Advisory Service 01296 382912
- First Response Team (including Early Help, Channel) 01296 383962
- (out of hours 0800 999 7677)
- Local Authority Designated Officer (LADO): 01296 382070
- RU Safe? (Barnardos - Child Sexual Exploitation Service) 01494 785 552
- [Barnardos RUSafe Bucks](#)
- Children's Services, Out of Hours: 0800 999 7677
- Thames Valley Police 101(999 in case of emergency)
- [Buckinghamshire Safeguarding Children Partnership](#) for procedures, policies and practice guidelines
- [Bucks Family Information Service](#) 01296 383065
- [Schools Web](#) School bulletin, Safeguarding links, A-Z guide to information and services
- Bucks CC Equalities and School Improvement Manager 01296 382461
- Bucks CC Prevent Co-ordinator 01296 674784

### 1.3 Other Key Contacts

- NSPCC 0800 800 5000
- Childline 0800 11 11
- Kidscape Parent Advice Bullying Helpline 020 78235430
- Female Genital Mutilation Helpline (NSPCC) 0800 0283550
- Email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)
- [NSPCC FGM Helpline](#)
- Samaritans Helpline 116 123
- [CEOP](#) (Child Exploitation and Online Protection)
- Foreign and Commonwealth Office (Forced Marriages Unit) 0207 008 0151
- [Forced marriage - GOV.UK](#)
- Crimestoppers [Crimestoppers](#) 0800 555 111

## 2 Introduction

At Princes Risborough School we believe a child centred approach is fundamental to safeguarding and promoting the welfare of every student. A child centred approach means we strive always to keep the child in focus when making decisions about their lives and working together with them, their families and partner agencies. All staff are expected to be vigilant to the needs of our students at all times.

2.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; and in line with the following:

- 'Working Together to Safeguard Children' 2018
- 'Keeping Children Safe in Education' - statutory guidance for schools and further education colleges September 2019
- Information Sharing Guidance for Safeguarding Practitioners [Information Sharing Guidance](#) – DfE July 2018
- 'Children Missing Education; Statutory Guidance for Local Authorities' Sept 2016 [Children missing education - GOV.UK](#)
- Statutory Guidance issued under section 29 of the Counter-Terrorism and Security Act 2015 [Prevent Duty Guidance](#)
- 'Sexual Violence and Sexual Harassment between Children' – May 2018 [Sexual Violence and Sexual Harassment between Children in Schools and Colleges](#)
- 'The Equality Act' 2010 [Equality Act 2010: guidance - GOV.UK](#)
- What to do if you're worried a child is being abused - March 2015 [What to do if you are worried a child is being abused](#)
- The United Nations Convention on the Rights of the Child (UNCRC) [United Nations Convention on the Rights of the Child](#)

2.2 We believe clear governance and leadership is central to embedding a Culture of Safeguarding. The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 (section 157 for Independent academies and free schools) to 'safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm or whose welfare may be in question'. Governors will ensure all staff at the school have read and understood their responsibilities pertaining to Part 1, Part 5 and Annex A of Keeping Children Safe in Education Sept 2019 and have an auditable system in place to evidence this. In addition, all staff are required to read and adhere to the Staff Code of Conduct which governs behaviours expected of them as well as having an understanding of the Behavioural Policy for children and our Attendance Policy.

2.3 We recognise all staff<sup>2</sup> and Governors have a full and active part to play in protecting our students from harm and actively promoting their welfare and that the child's welfare is our paramount concern.

2.4 All staff believe our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

2.5 The school recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation outside their homes and from other children. Staff will remain vigilant and alert to these potential risks.

2.6 The aims of this policy are:

- o To support students' development in ways that will foster security, confidence and resilience, free from discrimination.

- To provide an environment in which children and young people feel safe, secure, valued and respected and feel confident that they know how to approach adults if they are in difficulties.
- To ensure all teaching staff, non-teaching staff and volunteers are aware of the need to safeguard and promote the wellbeing of children. Identifying the need for support early to promote well-being and promptly reporting cases of actual or suspected abuse in line with guidance from the Buckinghamshire Threshold Document.
- To provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we, the school, contribute to assessments of need and support plans for those children.
- To acknowledge the need for effective and appropriate communication ensuring staff know how and when to share information to protect children in a way that is legal and ethical.
- To ensure our school has a clear system for communicating concerns and a model for open communication between children, teachers, parents and other adults working with children.
- To underpin a structured procedure within the school, which will be followed by all members of the school community in cases of suspected abuse.
- To ensure the school have robust systems in place which accurately records safeguarding and child protection concerns, which are clearly understood by staff and adhered to. Actions taken to address concerns and outcome achieved are clearly and accurately recorded and these records are appropriately stored.
- To develop effective working relationships, guided by the Threshold document, with all other agencies involved in safeguarding and promoting the needs of children at our school.
- To ensure that all staff appointed within our school, have been through the safer recruitment process and understand the principles of safer working practices as set out in our Staff Code of Conduct, which stipulates their duty to challenge and report where behaviours of colleagues may have stepped outside of agreed safe practices.
- To provide clarity to other community users of our facilities with regard to our expectations of how they should maintain a safe environment which supports children's welfare and development.
- This policy is published on our website, [www.princesrisborough.bucks.sch.uk](http://www.princesrisborough.bucks.sch.uk) and hard copies are available from the school office.

### 3 Responsibilities

- All staff understand that safeguarding children is **everyone's responsibility**. Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred will report it immediately to:
- Designated Safeguarding Lead (DSL) Mr James Essex (01844) 345496 ([jessex@prsbucks.com](mailto:jessex@prsbucks.com))
- Additional Designated Safeguarding Leads :
  - Mrs Sue Hine                      Pastoral Support Manager (01844) 345496 ([shine@prsbucks.com](mailto:shine@prsbucks.com))
  - Miss Vicky Bennell          Pastoral Support Officer (01844) 345496 ([vbennell@prsbucks.com](mailto:vbennell@prsbucks.com))
  - Mrs Linda Williams          Learning Support Manager (01844) 345496 ([lwilliams@prsbucks.com](mailto:lwilliams@prsbucks.com))

In the absence of any of the above, concerns should be brought to the attention of the most senior member of staff on site. Staff understand if there is an immediate risk of harm then they should call The Police (999) or Bucks First Response Team (01296 383962) directly and update the DSL at the earliest opportunity.

- Staff will ensure the child is in a safe place and in receipt of support should this be needed
- Staff will initially make a verbal report to the DSL to alert them to the safeguarding/child protection concern arising
- Staff will then follow this up, making a written report using the school record keeping process
- All concern forms will be recorded on CPOMS, which is accessible by the Safeguarding Team at Princes Risborough School
- Staff will ensure the **time and date** of the incident is recorded
- A factual account of the incident including **who** was involved, **what** was said/seen/heard, **where** the incident took place, any preceding information which may have prompted the event
- Staff will sign and date the report giving details of their role within school
- The DSL will record when the report was passed to them and what action was taken alongside any outcomes achieved
- Staff understand that the most common reason for children becoming looked after is as a result of abuse and/or neglect and that previously looked after children remain vulnerable. Staff have the skills, knowledge and understanding to keep both looked after children and previously looked after children safe.

3.1. The Governing Body understands and fulfils its safeguarding responsibilities. It must:

- 3.1.1. Ensure that the Headteacher and (when not the Headteacher) the DSL create and maintain a strong, positive culture of safeguarding within the school.
- 3.1.2. Ensure that this policy reflects the unique features of the community we serve and the needs of the pupils attending our provision (see section 4). This will be reviewed at least annually in line with changes to guidance and legislation.
- 3.1.3. Regularly monitor and evaluate the effectiveness of this Child Protection Policy and be satisfied that it is being complied with.
- 3.1.4. Appoint a Designated Safeguarding Lead (DSL), who is a member of the Senior Leadership Team (SLT) and has the required level of authority, and also appoint at least one Deputy DSL. The Headteacher has overall responsibility for safeguarding within the school; they can be the DSL or can delegate that work to a member of the SLT. The SLT must report to the Headteacher on a regular basis. The roles and responsibilities of the DSL and Deputy DSL are made explicit in those post-holders' job descriptions.
- 3.1.5. Recognise the importance of the role of the DSL, ensuring they have sufficient time, training, skills and resources to be effective. Refresher training must be attended every 2 years, in addition knowledge and skills must be refreshed at regular intervals, at least annually.
- 3.1.6. Ensure measures are in place for the governing body to have oversight of how the school's delivery against its safeguarding responsibilities are exercised and evidenced. Ensure robust structures are in place to challenge the Headteacher where there are any identified gaps in practice or procedures are not followed.
- 3.1.7. Recognise the vital contribution that the school can make in helping children to keep safe, through incorporation of safeguarding within the curriculum. This will also be taught through the PSHE curriculum and relevant issues through the Relationship Education (primary schools) or Relationship Sex Education (secondary schools, mandatory from Sept. 2020). Ensure that through curriculum content and delivery children in the school understand, at age and stage appropriate levels, safeguarding and how to keep themselves safe in a contextually appropriate way.
- 3.1.8. Ensure safe and effective recruitment policies and disciplinary procedures are in place, which adhere to **Keeping Children Safe in Education, September 2019** and legislation referred to therein.
- 3.1.9. Ensure resources are allocated, as a priority, to meet the needs of pupils requiring child protection or early intervention.

- 3.1.10.** Ensure the DSL completes an Annual Safeguarding Report for Governors, demonstrating how we are meeting our statutory responsibilities for safeguarding and promoting the welfare of children. Ensure a copy of this report is shared with the Education Safeguarding Advisory Service within the specified time frame.
- 3.2.** It is the duty of the Chair of Governors (Mr Richard List and/or Mr Adam Taylor) to liaise with relevant agencies if any allegations are made against the Headteacher. If there are concerns that issues are not being progressed in an expedient manner, staff/pupils/parents/carers should escalate concerns to the Local Authority Designated Officer (LADO) via First Response.
- 3.3.** The Governing Body must ensure that a named teacher is designated for Children Looked After and that an up to date list of children who are subject to a Care Order or are accommodated by the County Council is regularly reviewed and updated. The school must work with the Virtual Schools Team to support the educational attainment for those children who are Looked After.
- 3.4.** The governing body has a statutory duty to appoint a Nominated Governor for Child Protection. The Nominated Governor must be familiar with [Buckinghamshire Safeguarding Children Partnership](#) procedures, Local Authority procedures and guidance issued by the Department for Education. The Nominated Governor must:
- 3.4.1.** Work with the DSL to produce the Child Protection Policy annually.
- 3.4.2.** Undertake appropriate safeguarding training, to include Prevent Training.
- 3.4.3.** Ensure child protection is, as a minimum, an annual agenda item for the Governing Body.
- 3.4.4.** Meet at least termly with the DSL to review and monitor the school's delivery on its safeguarding responsibilities and to review the Single Central Record.
- 3.5.** All governors must complete safeguarding training on appointment, to also include Prevent training.
- 3.6.** Overall responsibility for the safeguarding of pupils remains with the Headteacher, although tasks may be delegated to other members of the team, including the nominated DSL if appropriate. We have a Designated Safeguarding Lead (DSL) who is responsible for:
- 3.6.1.** Creating a culture of safeguarding within the school, where children are protected from harm. Ensuring all staff receive an appropriate level of induction and training to support them to be professionally curious and vigilant in order to question behaviours and challenge perceptions if they have concerns for a pupil.
- 3.6.2.** Ensuring children receive the right help at the right time using the Buckinghamshire Threshold Document to inform plans for support or protection (see Appendix for definitions of the categories of abuse).
- 3.6.3.** Ensuring referrals to partner agencies are followed up in writing, within 24 hrs of initial contact, including referrals to First Response.
- 3.6.4.** Establishing and embedding a policy and process for recording and storing information about child protection concerns and outcomes achieved, enabling records to be reviewed and an overview gained, in order to support timely interventions and allow prompt follow up. This includes use of the Escalation Process found on the BSCP website.
- 3.6.5.** Ensuring safeguarding records, legislation and guidance are up to date and are maintained in accordance with data protection. Ensuring records are stored safely and securely and remain confidential. That:
- the DSL must share information, both internally and externally, on a 'need to know' basis only, being able to justify the reason for sharing and in accordance with the confidentiality policy.
  - all child protection files are held separately from pupil educational records.

- 3.6.6.** Maintaining the record of staff safeguarding training. Ensuring that our most up to date **Child Protection Policy** is widely available (this may be on the website), publishing the **Safeguarding Statement** and other relevant information on the school website. Ensuring that the safeguarding team contact details and photos are displayed in prominent areas around the school and also on the website.
- 3.6.7.** Being the designated point of contact for staff to be able to discuss and share their concerns, developing a culture whereby staff feel comfortable to do so. In their absence the DSL will ensure the Deputy DSL, or most senior member of staff, is available (The DSL and the Deputies are all trained to the same level within our school).
- 3.6.8.** Being available to staff and outside agencies during school hours and term time for consultation on safeguarding concerns raised. Having responsibility to ensure that cover is arranged outside of term-time during working hours.
- 3.6.9.** During residential and extended school hours, ensuring arrangements are in place for staff to have a point of contact.
- 3.6.10.** Contributing effectively to multiagency working, for the safeguarding and promotion of the welfare of children, this could include:
- participating in Strategy discussions;
  - attending Child Protection Case Conferences;
  - submitting reports to the conference, which must be shared in advance with the parents/carers;
  - contributing effectively and taking shared responsibility for core group meetings with all other agencies involved;
  - engaging fully, as requested, in any other multi-agency planning meetings;
  - contributing to the Framework for Assessments process;
  - ensuring coverage is available at all times during the year
- 3.6.11.** Providing the Headteacher (if the Headteacher is not the DSL), with an annual report for the Governing Body, detailing how school delivers on its safeguarding responsibilities and any child protection issues within the school. The Governing Body will use this report to fulfil its responsibility to provide the Local Authority with information about their safeguarding policies and procedures.
- 3.6.12.** Meeting regularly, at least termly, with the Nominated Governor to share oversight of the safeguarding provision within the setting, monitor performance and develop plans to rectify any gaps in policy or procedure.
- 3.6.13.** Meeting the statutory requirement to keep up to date with knowledge, enabling them to fulfil their role, including attending mandatory and any other additional relevant training.
- 3.6.14.** Referring immediately to the Police any cases where a criminal offence may have been committed or risk of harm is imminent.

#### **4. Procedures**

Our school procedures for safeguarding and protecting children from harm are in line with Buckinghamshire County Council and Buckinghamshire Safeguarding Children Board Child Protection Procedures, "Working Together to Safeguard Children 2018" and "Keeping Children Safe in Education" 2019 and statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015

4.1 We will ensure:

- 4.1.1. We have a designated member of the Senior Leadership Team who has undertaken appropriate training for the role, as recommended by BSCB. Our DSL will be required to update their training in accordance with the Learning Pathway agreed by the LSCB.
- 4.1.2. We have a member of staff (*Additional/Deputy Safeguarding Leads*) who will act in the DSL's absence who has also received training for the role of DSL and who will have been briefed in the role. In the absence of an appropriately trained member of staff, the Headteacher will assume this role.
- 4.1.3. All adults (including supply teachers and volunteers) new to our school are made aware of the school's policy and procedures for child protection, the name and contact details of the DSL, their role and responsibilities under Keeping Children Safe in Education 2019 and the booklet "What to do if You're Worried a Child is Being Abused". They will have these explained, as part of their induction into the school.

#### 4.2 Visitors must be :

- 4.2.1. Clearly identified with visitor/contractor passes.
- 4.2.2. Met and directed by school staff/representatives.
- 4.2.3. Signed in and out of the school by school staff.
- 4.2.4. Given 'Child protection advice for visitors working in our school' leaflet.
- 4.2.5. Given restricted access to only specific areas of the school, as appropriate.
- 4.2.6. Escorted by a member of staff/representative as required.
- 4.2.7. Given access to pupils restricted to the purpose of their visit.

- 4.3 All members of staff are required to attend annual training opportunities arranged or delivered by the DSL, in order to develop their understanding of the signs and indicators of abuse, how to respond to a student who discloses abuse and the procedure to be followed to promote a child's welfare. Staff are supported to further develop their understanding - mechanisms are in place to enhance this via team meetings, newsletters and email updates.
- 4.4 All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through this Policy which is available on our website. Hard copies are also available from the school office. Further reference is made to this in our prospectus/brochure and in our home school agreement.
- 4.5 Through our Attendance Policy, we have in place a robust system for monitoring attendance and will act to address absenteeism with parents and students promptly to effect change and identify any safeguarding issues arising.
- 4.6 All children attending our school are required to have a minimum of two identified emergency contacts; this is to support prompt communication in the event of a serious incident or a child missing from school.
- 4.7 Parents are texted on the first day of absence of their child if they have not contacted the school.
- 4.8 Any student absent for ten school days, where it has not been possible to make contact with a parent/carer, will be reported as a Child Missing in Education using the CME Protocol.
- 4.9 Any absence of two consecutive school days, without satisfactory explanation, of a student currently subject to a Child Protection Plan is immediately referred to their social worker.
- 4.10 Parents must inform school if there are any changes to a student's residential status. School has a mandatory duty to inform the local authority via the First Response Team, if a child under the age of 16 yrs., lives with someone other than their parent, step-parent, aunt, uncle or grandparent for a period of more than 28 days. This is defined as being a private fostering arrangement.
- 4.11 All staff, parents/carers and children are made aware of the school's escalation process which can be activated in the event of concerns not being resolved after the first point of contact.

We acknowledge an individual's safeguarding responsibility does not end once they have informed the DSL of any concerns, although specific details of further actions may be appropriately withheld by the DSL as information will only be shared on a need to know basis.

- 4.12 Our lettings policy reflects the ongoing responsibility the school has for safeguarding those using the site outside of normal school hours, ensuring the suitability of adults working with children on school sites at any time. This includes the purpose of the letting when for religious or political reasons.
- 4.13 Community users organising activities for children are made aware of and required to demonstrate their understanding of the need for compliance with the school's child protection guidelines and procedures, as part of their use of our facilities.
- 4.14 The school operates Safe Recruitment practices including ascertaining the suitability of employed staff and volunteers in regulated activities. Checks will be made through the Disclosure and Barring Service and the National Teachers Council's Prohibition List, as recommended by Buckinghamshire County Council and in line with current legislation.
- 4.15 We apply the same level of scrutiny to staff employed via an agency, ensuring their identities, qualification and suitability to work safely with children.
- 4.16 Allegations against members of staff are referred to the Local Authority Designated Officer (LADO). 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. The school recognises that this is a legal duty and a failure to refer when the criteria are met is a criminal offence.
- 4.17 Disqualification by association – not relevant to Princes Risborough School because we do not have any students aged under 8.  
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>
- 4.18 Our procedures are reviewed and updated annually as a minimum.
- 4.19 The name of the DSLs are clearly displayed around the school in appropriate locations including Reception and the staff room, with a statement explaining the school's role in referring and monitoring cases of suspected abuse. The DSLs will be available during school hours and term time to support safeguarding within our school.

## 5 Prevention

- 5.1.1 We recognise school plays a significant part in the prevention of harm to our students by providing effective lines of communication with trusted adults, supportive friends and an ethos of protection. We include within this the emotional wellbeing of our students and recognise the role school plays in identifying vulnerability and preventing the political indoctrination of students either by self-radicalisation or through exposure to extremist views.
- 5.1.2 We are aware of the Prevent Duty to protect young people from radicalisation and extremism. At our school we view this as a safeguarding matter like any other and these processes will be applied to support children and their families where vulnerabilities are identified, invariably this will require us to work with partner agencies to support and protect the vulnerable student.
- 5.1.3 Concerns regarding the conduct or behaviour of a student, where it is believed they are vulnerable to extremism, will follow the same process of reporting as with any other safeguarding concern. A referral will be made to the First Response Team and passed by them via the Channel coordinator.
- 5.1.4 All school staff are required to attend training to support them to identify a range of safeguarding and child protection matters, helping them to recognise and respond appropriately should concerns arise, supporting them to act on or escalate concerns.
- 5.1.5 Whilst a central part of our work with students is to support them to stay safe whilst on-line, we also have in place appropriate web filtering systems so that young people cannot view potentially extreme material, which we also monitor.

5.1.6 We recognise that some students because of their life experiences or additional needs including SEN, may be disproportionately affected by the behaviours of their peers or vulnerable to the influence of others. We will work in partnership with colleagues in other agencies to promote the wellbeing of this cohort of students.

5.2 The school community will therefore:

- 5.2.1. Establish and maintain a safeguarding ethos, which is understood by all staff, enabling students feel secure. Ensuring all students know there are staff in the school whom they can approach if they are worried or in difficulty. Encouraging students to share their worries, knowing that they will be listened to.
- 5.2.2. Receive focused annual training to support learning and understanding of the changing landscape of safeguarding which is underpinned by legislation and includes issues such as FGM, themes of exploitation and management of sexual violence and sexual harassment.
- 5.2.3. Understand that safeguarding and protection of students has to be viewed within the context of the students lived experience and the factors that influence him/her may impact on this; friends, family school and their community.
- 5.2.4. Provide, across the curriculum, opportunities which equip children with the skills they need to stay safe from both physical and emotional harm and to know to whom they should turn for help.
- 5.2.5. Ensure staff work effectively with partner agencies to seek advice, support and guidance, drawing on multi-agency expertise, knowledge and experience to support students at risk of harm including emotional and intellectual harm via social media and use of the internet.
- 5.2.6. Be sensitive and alert to the possibility of some children's behaviours and the risk they may pose to their peers. Staff will be supported by the DSL to assess and act on concerns highlighted to ensure school remains a safe place to learn.

## 6 Supporting Children

- 6.1 We recognise the young minds of our students can be vulnerable and may be exploited by others, therefore staff will be alert to the signs of vulnerability and/or susceptibilities to violent extremism, grooming or indoctrination and report concerns via our child protection procedures.
- 6.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm, we therefore take our responsibilities seriously.
- 6.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. Research also tells us that children with special needs are at an increased risk of abuse. Changes in mood, patterns of behaviour, injury and responses to stimulus around them may be wrongly attributable to their disability. Staffs are therefore trained to **question behaviours** and be **professionally curious** about changes noted, all staff are required to be prepared to "think the unthinkable", raise the concern and ensure safeguards are in place. We recognise children with communication difficulties may be especially vulnerable and for this reason we link behaviour with safeguarding, "listening to behaviours" acknowledging not all children will be able to verbalise what may be troubling them.
- 6.4 To support safeguarding staff understand the need for a culture of vigilance to be present in the school. This includes awareness and sensitivity to changes in the attitudes of students, which may indicate they are at risk of radicalisation.
- 6.5 The changing landscape of safeguarding and protecting children from harm requires staff to be aware of children being trafficked both from abroad and locally as part of ongoing exploitation, financial or sexual. Our admissions process will therefore ask for proof of identification and who

has parental responsibility for a student – if parents go through County this process will have been initiated by them. We will however ask parents/carers to update contact details and alert us to changes of address or care arrangements within 48 hrs.

6.6 Through training, staff are aware that children's behaviours may pose a risk to their peers, behaviours may range from bullying to those which are sexually abusive.

Staff receive comprehensive CP training every September. Staff know to report incidents and students have an email address to contact that is monitored by the Pastoral Team if they have concerns about themselves or others. Allegations are investigated by a member or members of the CP Team, who are all fully trained Level three DSLs. Parents/Carers and agencies are contacted and involved if the investigation indicates this is needed and support is put in place

6.7 Our school will support all students by:

6.7.1. Encouraging the development of self-esteem, resilience and critical thinking in every aspect of school life including through the curriculum.

6.7.2. Promoting a caring, safe and positive environment within the school.

6.7.3. Monitoring all absences from school and promptly addressing concerns about irregular attendance with the parent/carer.

6.7.4. Liaising and working together with all other support services and those agencies involved in the safeguarding of children and using the expertise and resources of colleagues in other service areas to promote the welfare of students.

6.7.5. Ensuring staff work with Prevent Officers and the Channel Panel to support and safeguard if a student is thought to be vulnerable to or espousing radical political ideologies.

6.7.6. Liaising with the parent/carer, GP and/or school nurse to ensure that an appropriate care plan is in place if a student has medical needs.

6.7.7. Developing a good working knowledge of the Threshold Document and how it can be used to safeguard and promote the wellbeing of students, informing the notification to Social Care (First Response) as soon as there is a significant concern.

6.7.8. Ensuring that a named teacher is designated for Children Looked After and that an up to date list of children who are subject to a Care Order or are accommodated by the County Council is regularly reviewed and updated. We will work with the Virtual Schools Team to support the educational attainment for Children Looked After at our school. Our member of staff designated for Looked After Children is Mr James Essex (01844) 345496 (jessex@prsbucks.com)

6.7.9. Staff are sensitive to the needs of children who are "looked after", recognising they are likely to have encountered difficulties and challenges which may mean they are disproportionately affected by the behaviours of their peers, e.g., teasing, bullying or when negotiating relationships.

6.7.10. Seeking appropriate advice, support and guidance to enable us to critically evaluate safeguarding information and concerns, and to act on them appropriately.

6.7.11. Providing continuing support to a student (about whom there have been concerns), who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Designated Safeguarding Lead at the student's new school as a matter of urgency/within the first term.

6.8 Our school has a Work Related Learning Policy and procedures which comply with national and local guidance and which are regularly reviewed and updated.

- 6.9 We are aware of our responsibilities for the safeguarding of students who are educated off site or who are in alternative provision and work with Bucks County Council to monitor and review this.
- 6.10 At our school we work hard to understand the impact on children living in families that are experiencing difficulties relating to mental ill-health and/or substance misuse and/or domestic violence and know that the child/ren might experience abuse or neglect as a result of these difficulties.
- 6.11 The DSLs, along with the rest of our staff have received training to recognise and respond appropriately should suspicions arise. Ensuring signs and indicators are progressed to inform plans of support.
- 6.11.2 Students are encouraged to seek help and support and are provided with information about how to access this, if they are encountering problems at home or elsewhere.
- 6.11.3 Whilst we strive to work together with families, staff understand that sharing information with parents may not always be appropriate and ensure that decisions of this nature are made in partnership with Children's Social Care or the police.

## **7. Confidentiality**

- 7.1 We recognise that all matters relating to child protection are confidential.
- 7.2 The Headteacher or DSL will disclose personal information about a student to other members of staff on a need to know basis only. This will be governed by BSCB Information Sharing Protocols.
- 7.3 All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 7.4 Staff will not duplicate or keep personal records of child protection concerns. All information will be reported to the DSL and securely stored only in the designated location within the school, separate from the student records.
- 7.5 In the absence of the DSL, provision is in place for the information to be accessed, in an emergency.
- 7.6 All staff are aware that they cannot promise to protect a child's secret if it might compromise the child's safety or well-being or that of another child. Staff will however reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.
- 7.7 We will always undertake to share our intention to refer a child to Social Care (First Response) with their parents/carers, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with the ESAS or Social Care on this point.

In the event of a child disclosing abuse staff will:

- Listen to the child. Allowing the child to tell what has happened in their own way, and at their own pace. Staff will not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive but try to not respond emotionally.
- Not ask leading questions. Staff are reminded to ask questions only when seeking clarification about something the child may have said. Staff are trained to use TED: Tell, Explain, Describe.
- Make an accurate record of what they have seen/heard using the schools record keeping processes, recording: times, dates or locations mentioned, using as many words and expressions used by the child as possible. Staff will not substitute anatomically correct names for body part names used by the child. Any words which are unclear to the staff member will be spelt phonetically.

- Reassure the child that they did the right thing in telling someone; they will reassure the child that they have not done anything wrong.
- Staff will explain to the child what will happen next and the need for the information to be shared with the DSL
- In the unlikely event the DSL and deputy DSLs are not available, staff are aware they must ring First Response for advice.

**If there is immediate risk of harm to a child Staff will NOT DELAY, and will ring 999**

- The child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded

**8 Supporting Staff**

- 8.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body or trade union, as appropriate.
- 8.3 In consultation with all staff, we have adopted a Code of Conduct for staff at our school. This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour in order to define and underpin the safe working practices adhered to within our school.
- 8.4 All staff are required to sign that they have read, understood and agree to comply with the agreed standards of practice set out in the staff Code of Conduct.
- 8.5 We recognise that our DSL(s) should have access to support (as in 8.2 above) and appropriate workshops, courses or Forums as organised by the County Council.

**9 Allegations against staff**

- 9.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 8.3 above) There should be no 1;1 contact between staff and students which is not “open to the casual observer”.
- 9.2 Staff should be aware of the school’s behaviour/discipline policy/Code of Conduct which can be found on the school’s website.
- 9.3 We understand that a student may make an allegation against a member of staff. If such an allegation is made, the member of staff notified of the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present.
- 9.4 The Headteacher/senior teacher on all such occasions should immediately discuss the content of the allegation with the LADO. The purpose of an initial discussion is for the LADO and the case manager to consider the nature, content and context of the allegation and agree a course of action.
- 9.5 The Head Teacher/Senior Teacher will:
- 9.5.1 Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member or volunteer against whom the allegation is made, as well as supporting other staff and volunteers within the workplace.

9.5.2 Follow all advice given by the LADO relating to supporting the child or young person making the allegation, as well as other children and young people connected to the organisation.

9.5.3 Ensure feedback is provided to the LADO about the outcome of any internal investigations within your agency.

9.6 If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO (as in 9.4 above) without notifying the Headteacher first.

9.7 The school will follow the County Councils procedures for managing allegations against staff, a copy of which can be found [here](#).

9.8 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with the LADO (as in 9.4 above) in making this decision, as well as being guided by HR.

9.9 If a suspension is made, (as in 9.6 above) restrictions will apply to all staff regarding contact whilst suspended including the use of social media such as Facebook and Twitter.

9.10 Our lettings agreement for other users requires that the organiser will follow the County Council procedures for managing allegations against staff and, where necessary, the suspension of adults from school premises.

## **10 Transfer of Risk**

10.1 Should an individual staff member or volunteer be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse or neglect, they must inform the Head Teacher. In these circumstances, the school will need to assess whether there is any potential for risk of transfer to the workplace and the individual's own work with children or young people.

## **11 Whistleblowing**

11.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. For this reason we have a separate Whistleblowing Policy which can be found [here](#). Staff are required to familiarise themselves with this document during their induction period.

11.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Headteacher or Chair of Governors.

11.3 A tool to support safeguarding concerns to be reported can be found on our website which has the Dept. for Education "Report a concern" button.  
<http://www.princesrisborough.bucks.sch.uk/Parents/Safeguarding-Children/>

## **12 Physical intervention/Positive handling**

- 12.1 Our policy on physical intervention/positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with the Department for Education Guidance, 'The Use of Reasonable Force, Advice for Headteachers, Staff and Governing Bodies' July 2013. Use of Reasonable Force, 2013. This policy states that staff may only use 'reasonable force', meaning no more force than is needed, to prevent students from hurting themselves or others, from damaging property, or from causing disorder. It is always unlawful to use force as a punishment.
- 12.2 Headteachers and authorised staff can use such force as is reasonable in the circumstances to conduct a search for the following 'prohibited items': knives and weapons, alcohol, illegal drugs, stolen items, cigarettes and tobacco, fireworks, pornographic images, or any article that has been or is likely to be used to commit an offence, cause personal injury or damage property.
- 12.3 If the use of force is necessary, reasonable adjustments for disabled children and children with special educational needs will be made.
- 12.4 Any use of force or restraint will be recorded and signed by a witness. The parent/carer will be informed of the incident.
- 12.5 Staff who are likely to need to use physical intervention must be appropriately trained.
- 12.6 We understand that physical intervention of a nature which causes injury or unnecessary distress to a child may be considered under child protection or disciplinary procedures.

### **13 Anti-Bullying**

- 13.1 At our school, we have an agreed definition of bullying which is "*Bully n. a person who habitually seeks to harm or intimidate those whom they perceive as vulnerable*". Students, staff, parents and carers are supported to understand this definition.
- 13.2 We have an Anti-Bullying Policy and measures in place to prevent and respond to all forms of bullying, which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- 13.3 This policy is available to all staff, parents and carers and students. The policy is written in language that is accessible to students and a child-friendly version is made available to all students.
- 13.4 Staff, students and parents are made aware of how mobile technologies are increasingly being used to bully children both in and outside of the school environment. Cyber bullying is therefore referenced within our Anti-Bullying Policy.

### **14 Racist Incidents**

- 14.1 In line with the Equalities Act 2010, Our Equalities and Cohesion policy references how racist incidents will be dealt with and acknowledges the serious nature of these events and their impact on the individual/group of students involved including those who may witness the incident. All incidents will be taken seriously and consideration will be given as to whether a multi-agency approach using child protection procedures is required.

### **15 Health and Safety**

- 15.1 We recognise the importance of safeguarding students throughout the school day. Our Health & Safety policy, reflects the consideration we give to the protection of our children both physically

within the school environment, in relation to internet use and when away from the school when undertaking school trips and visits.

- 15.2 Part of the safeguarding measures we have in place include the safe dropping off and collection of students at the start and end of the school day. Parents are encouraged, if driving students to and from school, to drop their child/ren off safely a short distance away from school site to allow students to walk on to school site. This procedure minimises the flow of traffic through the school gates at peak times.
- 15.3 Students who leave the site during the school day do so only with the written permission of a parent /and are collected by an authorised adult where appropriate. School should be notified by the parents regarding whom they have authorised for this task.
- 15.4 Students usually make their own way to/from school, both at normal school times and after clubs, detentions, sporting fixtures, trips etc. If someone is to collect a child we always make sure that they bring identification if we do not know them, and that we know from the parent who is collecting. This includes Social Workers coming to collect students for whatever reason, and ad-hoc taxis for students.
- 15.5 Students attending our ASD ARP (Additionally Resourced Provision, known as 'The Base') are by and large taxied to and from school and dropped/picked up from outside The Base. Some ARP students, however, travel to and from school independently.
- 15.6 Staff who support children during unstructured time such as break and over the lunch period have received training to remain alert to signs of concern or vulnerability, ensuring students feel safe. This includes lunch time staff who follow the schools reporting process to alert the DSL of concerns
- 15.7 Our school site is secure. All staff are aware of 'hotspots' in the school where students have expressed anxieties or where areas of potential vulnerability may exist. There is an action plan in place to address safety in these areas.
- 15.8 In the event of a student going missing during the course of the school day we will carry out immediate checks to ensure the student is not on site, staff will then make contact with the student's parents and inform the police

### **Prevent Duty**

We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism. This is as a safeguarding matter like any other and these processes will be applied to support children and their families where vulnerabilities are identified.

- 15.9 All school staff and governors have completed Prevent training.
- 15.10 We have in place and monitor appropriate web filtering systems so that pupils cannot view potentially extreme material.
- 15.11 Staff understand the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to changes in the attitudes of pupils, which may indicate they are at risk of radicalisation.

### **16 E-Safety**

- 16.1 All staff are aware of the school policy on E-Safety which sets out our expectations relating to:
  - Creating a safer online learning environment
  - Giving everyone the skills, knowledge and understanding to help children and young people stay safe on line, question the information they are accessing and support the development of

critical thinking

- Inspiring safe and responsible use and behaviour of mobile technologies, to combat behaviours on line which may make students vulnerable including sexting
- Use of mobile technology both within school and on school trips/ outings
- Use of camera equipment, including camera phones
- What steps to take if there are concerns and where to go for help
- Staff use of social media as set out in the Staff Code of Conduct

16.2 Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. This includes sexting and image exchange under threat or use of coercion.

16.3 Students, staff and parents are supported to understand the risks posed by the **CONTENT** accessed by students – their **CONDUCT** on line– and who they have **CONTACT** with in the digital world.

16.4 We have a separate mobile phone policy which sets out the acceptable use of mobile technologies by students whilst onsite. This includes sanctions which will be applied when these boundaries are not adhered to.

16.5 Visitors to our school are respectfully requested to turn all mobile devices off. This is a safeguarding measure for our students.

16.6 Staff use of mobile technology whilst on site is set out in the Staff Code of Conduct.

## 17 Sexting

‘Sexting’, also referred to as ‘youth produced sexual imagery’, is one of a number of ‘risk-taking’ behaviours associated with the use of digital technologies, social media or the internet. It is accepted that young people experiment and challenge boundaries and therefore the risks associated with ‘online’ activity can never be completely eliminated.

17.1 Staff, students and parents are supported via training to understand the creation and sharing of sexual imagery, such as photos or videos, of under 18s is illegal. This includes imagery of students themselves if they are under the age of 18.

17.2 Any youth produced sexual imagery disclosures will follow the normal safeguarding practices and protocols for our school. We will also use the guidelines for responding to incidents, as set out in the publication ‘Sexting in Schools and Colleges’ produced by the UK Council for Child Internet Safety. This requires us to share reports of sexting with the police

## 18 Peer on Peer Abuse

We believe that all children have a right to attend school and learn in a safe environment free from harm by both adults and other pupils. We recognise that some safeguarding concerns can occur via peer on peer abuse.

All staff operate a zero-tolerance policy to peer on peer abuse and will not pass off incidents as ‘banter’ or ‘just growing up’.

18.1 All staff recognise that peer on peer issues may include, but may not be limited to:

- Bullying (including cyber bullying)
- Racial abuse
- Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm
- Sexual violence and sexual harassment
- Abuse related to sexual orientation or identity
- Sexting as set out in section 17
- Initiation type violence and rituals
- Emotional abuse

**18.2** The following will be considered when dealing with incidents:

- Whether there is a large difference in power between the victim and perpetrator i.e. size, age, ability, perceived social status or vulnerabilities, including SEND, CP/CIN or LAC
- Whether the perpetrator has previously tried to harm or intimidate pupils
- Any concerns about the intentions of the alleged perpetrator

**18.3** In order to minimise the risk of peer on peer abuse taking place, school must:

- Deliver PSHE to include teaching pupils about how to keep safe and understanding what acceptable behaviour looks like
- Ensure that pupils know that all members of staff will listen to them if they have concerns and will act upon them
- Have systems in place for any pupil to be able to voice concerns
- Develop robust risk assessments if appropriate
- Refer to any other relevant policies when dealing with incidents, such as the **Behaviour Policy** and/or the **Anti-Bullying Policy**

**18.4** We recognise that 'Upskirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation. Staff recognise that 'Upskirting' is a criminal offence and must promptly report any such incidence to the Headteacher, DSLs or most senior member of staff available.

**18.5** Reference will be made to the following government guidance and part 5 of the **Keeping Children Safe in Education, Sept 2019** to ensure that all staff have an understanding of the serious nature of sexual violence and sexual harassment between children in schools. [Sexual violence and sexual harassment between children in schools and colleges - GOV.UK](#)

## **19 Cultural Issues**

As a school we are aware of the cultural diversity of the community around us and seek to work sensitively to address the unique culture of our students and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse linked to a belief in spirit possession on the part of their parent, carer or wider community.

19.1 As a staff team we are aware of the harm to children that can be caused by practices linked to culture, faith and beliefs. We promote awareness through training and access to resources.

19.2 Staff will report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

19.3 We support students, via targeted sessions and delivery through our curriculum, to understand that some aspects of cultural or religious practice and beliefs could cause harm and they should turn to someone they trust or an organisation such as ChildLine for help and support.

19.4 We make links with local services, community organisations and faith leaders to provide support and helpful information on what is safe and unsafe practice within the culture/faith, groups of our school community.

19.5 At our school we are aware of a range of practices and belief which can be classified as honour based violence, we include within this female genital mutilation, forced marriage and breast ironing. Whilst this may be a part of a long held tradition within communities we categorise this as child abuse and will act according to our child protection processes to safeguard the student concerned.

19.6 Teachers at our school understand there is a legal duty to report known cases of FGM to the

police and they will do this with the support of the DSLs.

- 19.7 School are aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of child abuse and a breach of children's rights. We recognise some students due to capacity or additional learning needs may not be able to give an informed consent and this will be dealt with under our child protection processes.
- 19.8 We recognise both male and female students may be subject to honour based abuse e.g. where young people's cultural background are at odds with their behaviours such as homosexuality, under-age sex, relationships or life style choices.
- 19.9 We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by staff, any suspicions or concerns for forced marriage are reported to the DSL and the Forced Marriage Bureaux as well as First Response.
- 19.10 Staff understand that whilst we try always to work in partnership with families, sharing information with a parent or member of the family is not appropriate in some instances where there may be cultural differences of opinion on abuse. Staff will report concerns to the DSL who will liaise with First Response, the police or the Forced Marriage Unit and follow advice given regarding protective strategies to safeguard the student.

## **20 So Called 'Honour' Based Violence**

- 20.1** Staff at our school understand there is a legal duty to report known cases of Female Genital Mutilation (FGM) and So Called 'Honour' Based Violence to the police and they will do this with the support of the DSL. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)
- 20.2** Our school is aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of children abuse and a breach of children's rights. We recognise some pupils, due to capacity or additional learning needs, may not be able to give an informed consent and this will be dealt with under our child protection processes. Our staff can contact the Forced Marriage Unit if they need advice or information. Contact 020 7008 0151 [fm@fco.gov.uk](mailto:fm@fco.gov.uk)
- 20.3** We are aware of the signs of FGM [Female genital mutilation \(FGM\) | NSPCC](#)
- 20.4** We recognise both male and female pupils may be subject to honour based abuse e.g. where children's cultural background are at odds with their behaviours such as sexuality, under-age sex, relationships, gender identity or life style choices.
- 20.5** We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by staff.

Any suspicions or concerns for forced marriage are reported to the DSLs who will refer to First Response or the police if emergency action is required.

## **21 Retention of Records**

- 21.1 When a disclosure of abuse, or an allegation against a member of staff or volunteer, has been made, our school will have a record of this. These records will be maintained in a way that is confidential and secure, in accordance with our Record Keeping Policy and Data Protection Legislation.
- 21.2 There is a statutory requirement for our school to pass any child protection records to the student's next school. We are required to have an auditable system in place to evidence we have done so. Any transfer of records will be carried out within the bounds of confidentiality. We are also required to retain a copy of any child protection records we generate until the student reaches the age of 25 yrs. These records will be stored securely.
- 21.3 If an allegation is made against a member of staff, a comprehensive, confidential summary of the allegation will be kept on their personnel file. This record will be kept by the school until normal

retirement age of the staff member involved, or 10 years after the allegation if longer. This record will include a clear outcome, including when cases have been investigated and found to be without substance.

- 21.4 For cases in which an allegation has been proven to be false, unsubstantiated or malicious, the allegation will not be included in employer references, even if that person has been the subject of repeated allegations.
- 21.5 In the instance of repeated allegations however our school retains the right in the interest of safeguarding students to retain a record of concern<sup>3</sup>.
- 21.6 We have a system for reviewing our archiving of information held and will only retain information for the agreed time span. All information will thereafter be disposed of via confidential waste management.

## **22 Contextual Safeguarding**

Contextual Safeguarding is an approach to understanding, and responding to, children's experiences of significant harm beyond their families. It recognises that the different relationships that children form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers may have little influence over these contexts, and children's experiences of extra-familial abuse can undermine parent/carer-children relationships.

- 22.1** At our school we recognise that pupils may encounter safeguarding issues that happen in the wider community and we will respond to such concerns, reporting to the appropriate agencies in order to support and protect the pupil.
- 22.2** All staff, and especially the DSLs, will consider the context of incidents that occur outside of school to establish if environmental factors may be putting the pupil's welfare and safety at risk.
- 22.3** Children who may be alleged perpetrators will also be supported to understand the impact of contextual issues on their safety and welfare.
- 22.4** In such cases the individual needs and vulnerabilities of each child will be considered.

## **23 Serious Violence**

- 23.1** All staff are aware of signs and indicators which may signal that children are at risk from, or are involved with, serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or significant change in well-being or signs of assault or unexplained injuries. Staff are aware that unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.
- 23.2** At our school we are aware of the risks to children and will take appropriate measures to manage any situations arising.

## **24 Use of Photography**

We will often use photographs and film to capture achievements, monitor a child development and help promote successes within our school. We like to have a record of all the wonderful activities our students take part in. Via our website we like to be able to share these events with parents. We are however mindful of the safety of our students.

- 24.1 As confirmed in the Data Protection Act, our school will ensure written consent is sought from the parent or carer of any child under the age of 18 before any photographs are taken. If consent is given, we will make a clear agreement with the parent or carer as to how the image will be used (*for example, in a school brochure or website*) and how widely (*as part of a schools bulletin for all parents, on the child's individual development record etc.*) Our agreement with parents and

students includes how images will be stored, how long they will be stored for and how they will be disposed of.

24.2 Due consideration will be given to the appropriateness of clothing and posture, and details such as a child's name or age will not be shared unless integral to the use of the image (*such as the acceptance of an award*) in particular when additional identifiers (i.e. a school or uniform logo) are being shared.

24.3 We acknowledge the right of parents and students to withhold or withdraw consent at any point in time of the duration the student is at the school.

## **25 Policy Review**

The Governing Body of our school is responsible for ensuring the annual review of this policy, and for reporting back to the Buckinghamshire County Council. The date the next review is due is on the front cover of this policy.

## **Appendix**

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them.

The following is intended as a reference for school staff and parents/carers if they become concerned that a child is suffering or likely to suffer significant harm.

The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Four categories of abuse are identified:

### **Categories of Abuse**

Child abuse is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children 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 persistent 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 cyber bullying), 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, though it may occur alone.

#### **Sexual Abuse**

Involves forcing or enticing a child 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. Sexual abuse

can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The [Brook Sexual Behaviours Traffic Light Tool](#) can be used as guidance to support professionals in identifying and responding to sexual behaviour in 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:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate caregivers)
- d) ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Exploitation**

Exploitation is a form of child abuse and may take a number of forms:

### **Child Sexual Exploitation**

Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

The definition of child sexual exploitation is as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

[CSE Guidance Core Document](#)

We recognise that exploitation includes the trafficking of children and Modern Day Slavery. [Victims of modern slavery – frontline staff guidance](#)

## **Extremism**

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

## **County Lines**

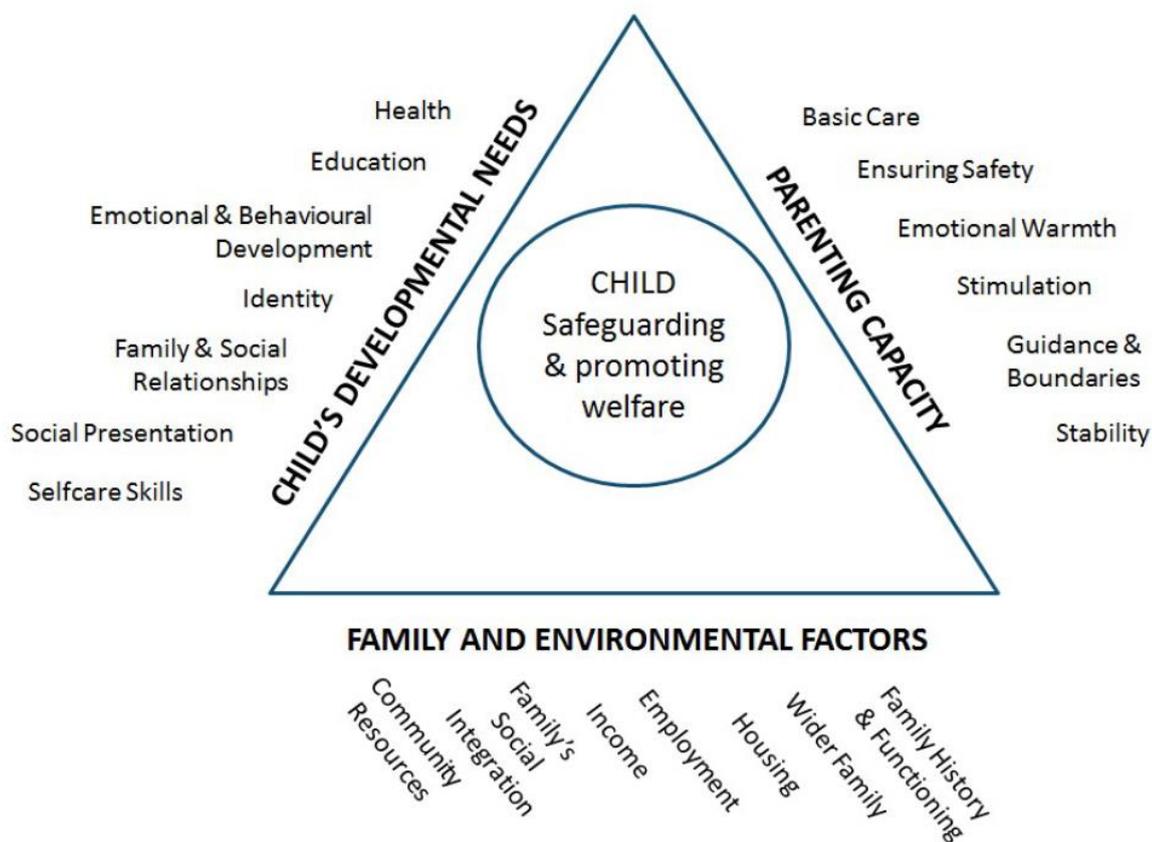
As set out in the Serious Violence Strategy (see link below), published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

## **Child Criminal Exploitation**

As set out in the [Serious Violence Strategy](#) published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Taken from "[Working Together to Safeguard Children](#)" 2018

**Assessment Framework** (from Working Together to Safeguard Children, July 2018)



Every assessment should draw together relevant information gathered from the child and their family and from relevant practitioners including teachers and school staff, early years workers, health practitioners, the police and adult social care.

Every assessment of a child should reflect the unique characteristics of the child within their family and community context.

Each child whose referral has been accepted by children's social care should have their individual needs assessed, including an analysis of the parental capacity to meet those needs, whether they arise from issues within the family or the wider community.

Frequently, more than one child from the same family is referred and siblings within the family should always be considered.

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The Governing Body approved this procedure on date:

Signed:

Chair of Governors

Signed:

Headteacher

<b>Amendment List</b>				
<b>Last Amendment Date</b>	<b>By Whom</b>	<b>Reasons for Amendment</b>	<b>Areas Amended</b>	<b>Policy Owner</b>