

Policy 7a: Child Protection and Safeguarding Policy and Procedures

Arnold House School

October 2020

Review by: SS/PV/VT/Board of Governors

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1 Policy statement

- 1.1 The School's Child Protection and Safeguarding Policy and Procedures (**Policy**) has regard to statutory guidance *Keeping Children Safe in Education*, September 2020 and *Working Together to Safeguard Children*, July 2018, the *Prevent Duty*, June 2015 and:
 - 1.1.1 has been authorised by the Governing Body of Arnold House School;
 - 1.1.2 is published on the School website and is available in hard copy to parents on request;
 - 1.1.3 can be made available in large print or other accessible format if required; and
 - 1.1.4 its procedures apply wherever staff, Governors or volunteers are working with pupils even where this is away from the School, for example on an educational visit.
- 1.2 Every pupil should feel safe and protected from any form of abuse. The School is committed to safeguarding and promoting the welfare of children and expects all Governors, staff and volunteers to share this commitment. The School will take all reasonable measures to:
 - 1.2.1 ensure that we practise safer recruitment in checking the suitability of staff, Governors and volunteers (including staff employed by another organisation) to work with boys in accordance with: the guidance given in *Keeping Children Safe in Education*, September 2020; the Education (Independent School Standards) (England) Regulations 2010 (as amended September 2014) and *Working Together to Safeguard Children*, July 2018 and *The Prevent Duty* (2015). See also the School's separate Recruitment, Selection and Disclosure Policy and Procedure;
 - 1.2.2 ensure that all staff consider, at all times, what is in the best interests of the boys;
 - 1.2.3 ensure that where staff from another organisation are working with our pupils on another site, we require written confirmation that appropriate safer recruitment checks and procedures have been completed on those staff;
 - 1.2.4 follow the local inter-agency procedures of Westminster Children's Services, part of Local Safeguarding Children Partnership for Hammersmith & Fulham, Kensington & Chelsea and Westminster.
 - 1.2.5 be alert to signs of abuse both in the School and from outside and to protect each pupil from any form of abuse, whether from an adult or another pupil;
 - 1.2.6 deal appropriately with every suspicion or complaint of abuse and to support children who have been abused in accordance with his agreed child protection plan;
 - 1.2.7 design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
 - 1.2.8 be alert to the medical needs of children with medical conditions and the vulnerability of boys with special educational needs and disabilities (SEND);
 - 1.2.9 be alert to the fact that mental health problems can, in some cases, be an indicator that a boy has suffered or is at risk of suffering abuse, neglect or exploitation;

- 1.2.10 operate robust and sensible health and safety procedures which include guidance on drugs, alcohol and substance misuse;
 - 1.2.11 teach pupils how to keep safe, both physically and online, for example through the curriculum and PSHE (see also PSHE policy);
 - 1.2.12 take all practicable steps to ensure that School premises are as secure as circumstances permit;
 - 1.2.13 have regard to guidance issued by the Secretary of State for Education (**DfE**) in accordance with section 157 of the Education Act 2002 and associated regulations.
- 1.3 *Keeping Children Safe in Education* provides that the inspection of independent schools will ensure that the Independent School Standard which concerns the welfare, health and safety of children is met.

2 The Designated Safeguarding Lead and Deputy Safeguarding Lead

- 2.1 The School's Governing Body has appointed a member of staff of the School's senior leadership team with the necessary status and authority (**Designated Safeguarding Lead**) to be responsible for matters relating to child protection and welfare.
- 2.2 The Designated Safeguarding Lead and Deputy DSL shall be given the time, funding, training, resources and support to enable them to support other staff on safeguarding matters, to contribute to strategy discussions and/or inter-agency meetings and to contribute to the assessment of children.
- 2.3 When a parent raises a concern about the welfare of any child in the School with a member of staff, the member of staff will forward the concerns to the Designated Safeguarding Lead.
- 2.4 The name and contact details together with the main responsibilities of the Designated Safeguarding Lead are set out in Appendix 1.
- 2.5 If the Designated Safeguarding Lead is unavailable, his duties will be carried out by the Deputy Designated Safeguarding Lead. The Deputy Designated Safeguarding Lead's details are also set out in Appendix 1. In this policy, reference to the Designated Safeguarding Lead includes the Deputy Designated Safeguarding Lead where the Designated Safeguarding Lead is unavailable.

3 Duty of staff, Governors and volunteers

- 3.1 All staff, Governors and volunteers of the School are under a general legal duty:
 - 3.1.1 to protect children from abuse;
 - 3.1.2 to be aware of the terms and procedures in this Policy and to follow them;
 - 3.1.3 to know how to access and implement the procedures in this Policy, independently if necessary;
 - 3.1.4 to keep a sufficient record of any significant complaint, conversation or event in accordance with this Policy; and

- 3.1.5 to report any matters of concern to the Designated Safeguarding Lead.
- 3.2 If staff have any concerns about a child's welfare, they should act on them immediately. Staff should speak to the Designated Safeguarding Lead (or deputy DSL) and options will then include:
- 3.2.1 managing any support for the child internally via Arnold House pastoral support processes
- 3.2.2 an early help assessment
- 3.2.3 a referral for statutory services, for example as the child might be in need, or is in need or suffering or likely to suffer harm.
- 3.2.4 **Where a child is suffering or likely to suffer harm, it is important that a referral to Westminster Children's Services (and if appropriate the police) is made immediately.** 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. See also the separate Arnold House School Whistleblowing Policy.
- 3.3 The Governing Body ensures that the School's safeguarding arrangements take into account the procedures and practice of Westminster Children's Services. The Governing Body has nominated one of its members to manage child protection incidents on behalf of the Board and to liaise with external agencies where this is required. The nominated Governor also conducts an annual review of safeguarding at Arnold House, which is reported back to the Governing Body. The nominated Governor is Revd Dr Anders Bergquist.
- 3.4 **Training**
- 3.4.1 **Induction**
- (a) All staff, including temporary staff and volunteers, will be provided with induction training that includes:
- (i) this Policy;
- (ii) the staff handbook (including the School's Code of Conduct and acceptable use of technology);
- (iii) the identity and contact details of the Designated Safeguarding Lead and his Deputy;
- (iv) child protection training in accordance with Westminster Children's Services procedures; and
- (v) a copy of Part 1 of *Keeping Children Safe in Education* and Annex A of *Keeping Children Safe in Education, September 2020*.
- (vi) the Whistleblowing Policy
- (vii) the Behaviour Policy

- (viii) the School Procedures for Registration and Missing Pupils
- (ix) the E-Safety Policy

3.4.2 **Child protection training**

- (a) All staff will receive a copy of this policy and *Part 1* and *Annex A* of *Keeping Children Safe in Education*, and will be required to confirm that they have read and understood these.
- (b) All staff members and the nominated Governor will undertake appropriate child protection training which will include training on Prevent and online safety. This will be updated regularly as advised by Westminster Children's Services.
- (c) All staff will be trained to manage a report on child on child sexual violence and sexual harassment.

3.4.3 **Designated Safeguarding Lead**

- (a) The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead have undertaken child protection training and training in inter-agency working, and will attend refresher training at two-yearly intervals plus informal updates. For further details about the training of the Designated Safeguarding Lead, see Appendix 1.

3.4.4 All training will be carried out in accordance with Westminster Children's Services procedures.

3.4.5 Pupils will be taught about keeping safe, including online through the PSHE and IT curriculums, as well as through our approach to SMSC.

4 Procedures

4.1 Complaints of abuse

4.1.1 Every complaint or suspicion of abuse from within or outside the School will be taken seriously and action taken in accordance with this policy.

4.1.2 The child protection training provided to staff considers the types and signs of abuse staff should be aware of.

4.1.3 If a member of staff is concerned that a pupil may be suffering harm, the matter should be referred to the Designated Safeguarding Lead immediately. If a member of staff suspects or hears a complaint of abuse, the procedures set out in Appendix 3 must be followed. If at any point there is a risk of immediate serious harm a referral should be made to Westminster Children's Services immediately.

4.2 Action by the Designated Safeguarding Lead

4.2.1 On being notified of a complaint or suspicion of abuse, the action to be taken by the Designated Safeguarding Lead will take into account:

- (a) the local inter-agency procedures of Westminster Children's Services;
 - (b) the nature and seriousness of the suspicion or complaint and whether this can be met through 'early help' procedures (see 4.5). A complaint involving a serious criminal offence will always be referred to Westminster Children's Services or the police;
 - (c) the child's wishes or feelings; and
 - (d) duties of confidentiality, so far as applicable.
- 4.2.2 If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead will consult with Westminster Children's Services on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral to Westminster Children's Services will be made without delay (and in any event within 24 hours). In the unlikely event that the Designated Safeguarding Lead or his deputy is not available, anyone can make a referral direct to Westminster Children's Services, providing they then inform the DSL of their actions at the earliest opportunity.
- 4.2.3 If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to the Westminster Children's Services within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact Westminster Children's Services again.
- 4.2.4 In circumstances where a pupil has not suffered and is not likely to suffer significant harm but is in need of additional support from one or more agencies, the Designated Safeguarding Lead will liaise with Westminster Children's Services and where appropriate an 'early help' assessment will take place.
- 4.2.5 Decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, would normally be taken in consultation with parents and pupils, unless there are grounds to believe that a child is at risk of significant harm.
- 4.3 Dealing with allegations against staff, Governors and volunteers**
- 4.3.1 The School has procedures for dealing with allegations against staff, Governors and volunteers who work with children that aim to strike a balance between the need to protect children from abuse and the need to protect staff, Governors and volunteers from false or unfounded allegations. These procedures are set out in Appendix 4 and follow Part 4 of *Keeping Children Safe in Education*.
- 4.3.2 The Local Authority Designated Officer (LADO) at Westminster Children's Services will be informed immediately and in any event within one working day of all allegations against staff, Governors and volunteers that come to the School's attention and appear to meet the criteria set out in paragraph 1 of Appendix 4.
- 4.3.3 Detailed guidance is given to staff, Governors and volunteers to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Code of Conduct and includes detail of additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils.

4.4 Allegations against pupils of peer on peer abuse

- 4.4.1 A pupil against whom an allegation of abuse has been made, including online abuse and/or sexting, sexual assaults or offensive comments, including 'banter', may be suspended from the School during the investigation and the School's policy on Behaviour or Bullying will apply. Abuse is recognised as abuse, and will never be tolerated or passed off as 'banter', 'just having a laugh', or 'part of growing up'.
- 4.4.2 Different forms that peer on peer abuse can take include: sexual violence and sexual harassment, physical abuse, sexting, initiation/hazing type violence and rituals and upskirting. Staff are made aware that some groups of children are potentially more at risk of suffering sexual violence or sexual harassment, ie girls, children with SEND and LGBT are at greater risk.
- 4.4.3 The risk of peer on peer abuse is minimised at Arnold House through our whole-school approach preparing boys for life in modern Britain, delivered through the aims and ethos of the School, the Citizenship and PSHE programmes (See the separate PSHE policy and policy on SMSC).
- 4.4.4 In the case of a report of peer on peer abuse, staff are trained to recognise that it is essential that all victims are reassured that they are being taken seriously and they are supported and kept safe. As with other safeguarding situations, staff are trained to not promise confidentiality, keep an objective record of a conversation and report to the DSL immediately.
- 4.4.5 If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of Westminster Children's Services, the pupil's parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult.
- 4.4.6 Where an allegation is made against a pupil, both the alleged victim and the alleged perpetrator will be treated as being at risk and will be supported and child protection and safeguarding procedures in accordance with this Policy will be followed.
- 4.4.7 The threshold for dealing with an issue of pupil behaviour or bullying under this policy is subject to guidance from Westminster Children's Services as in any other case: when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm'. Any such abuse will be referred to Westminster Children's Services.

4.5 Mental Health

- 4.5.1 Staff are made 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.
- 4.5.2 Although only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

4.5.3 If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy and talking to the DSL, Deputy DSL and Mental Health Coordinator (see also the Arnold House Mental Health Policy).

4.6 Early help procedures

4.6.1 Staff hold frequent pastoral meetings where the welfare of individual boys is discussed, and in particular any changes in their behaviour or circumstances. Staff are trained to listen to children and identify early signs of neglect or abuse and to report any concerns to the Designated Safeguarding Lead. In many cases, it will be sufficient to monitor the boy in school; where necessary the DSL may consider it appropriate to refer the matter to Westminster Children's Services.

4.6.2 In the event that the DSL reports a case to Westminster Children's Services, it is likely that an 'early help' assessment will be convened in accordance with their procedures.

4.7 Missing child procedures

4.7.1 All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any pupil missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

4.7.2 The School will inform Westminster Children's Services of any pupil who fails to attend School regularly or has been absent without the School's permission for a continuous period of 10 school days or more. The School will also inform Westminster Children's Services within five days when a pupil's name is removed or added to the admission register, other than where pupils are entering Year 1 in September or leaving at the end of Year 8.

4.7.3 Please see the School's separate Registration and Missing Pupil Procedure for further details.

4.7 Preventing radicalisation procedures

4.7.1 As with managing other safeguarding risks, staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection from being drawn into terrorism.

4.7.2 If a member of staff has a concern about a particular boy they should follow the school's normal safeguarding procedures, including discussing with the Designated Safeguarding Lead, and where deemed necessary, with the Prevent Officer from Westminster Children's Services.

4.8 Sexting

4.8.1 When an incident involving youth-produced sexual imagery comes to our attention:

- the incident should be referred to the DSL as soon as possible
- the DSL will hold an initial review meeting with appropriate school staff
- there will be subsequent interviews with the boy(s) involved (if appropriate)

- parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- at any point in the process if there is concern a boy has been harmed or is at risk of harm a referral will be made to Westminster Children's Services and/or the police immediately
- appropriate support will be given to the boy.

4.9 **Domestic abuse, gangs, child sexual exploitation, child criminal exploitation, honour-based violence**

4.9.1 If it comes to our attention that a boy is at risk of being caught up in domestic abuse, gangs, child sexual exploitation, child criminal exploitation or honour-based violence:

- The matter will be referred to the DSL immediately and in the absence of the DSL or Deputy DSL to Westminster Children's Services or the police
- appropriate support will be given to the boy following advice from Westminster Children's Services.

4.10 **Informing parents**

4.10.1 Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the Headmaster, the local authority designated officer, Westminster Children's Services and / or the police before discussing details with parents (see note 4.2.5).

4.10.2 See also section 3 of Appendix 4 for details about the disclosure of information where an allegation has been made against a member of staff, volunteer or the Headmaster of the School.

5 Secure school premises

5.1 The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

5.2 The School keeps a visitors' book at Reception at the Loudoun Road site. All visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the School premises.

5.3 Security at Canons Park:

- 5.3.1 Similar to the Loudoun Road site, the Canons Park Activity Centre has a single point of entry which is controlled by a magnetised security gate.
- 5.3.2 A member of staff is on duty at the entrance to the grounds to provide security, welcome visitors and supervise contractors.
- 5.3.3 The boys are supervised by members of the teaching staff whilst at Canons Park, as they would be at the main school site at Loudoun Road.
- 5.3.4 Contractors are accompanied at all times when inspecting facilities/equipment around the site.
- 5.3.5 Contractors at work, whilst boys are on site, carry out their tasks in clearly demarcated areas under the supervision of the grounds staff.

5.4 Online security:

Please see our separate policy on E-Safety.

6 Confidentiality and information sharing

- 6.1 The School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The School will co-operate with police and Westminster Children's Services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working Together to Safeguard Children* (July 2018).
- 6.2 Where allegations have been made against staff, the School will consult with the local authority designated officer and, where appropriate, the police and children's social care to agree the information that should be disclosed and to whom.

7 Monitoring and review

- 7.1 The Designated Safeguarding Lead will ensure that the procedures set out in this Policy and the implementation of these procedures are updated and reviewed regularly, working with the Governors as necessary. Any child protection incidents at the School will be followed by a review of these procedures by the Designated Safeguarding Lead and the result of the review reported to the nominated Governor for Safeguarding and Child Protection. Where an incident involves a member of staff, the local authority designated officer will assist in this review to determine whether any improvements can be made to the School's procedures.
- 7.2 In addition, the full Governing Body will ensure that the Designated Safeguarding Lead will undertake a review of this Policy annually. The outcome of the annual review by the Designated Safeguarding Lead will be reported to the full Governing Body who will review this Policy and the implementation of its procedures, including good cooperation with local agencies, and consider the proposed amendments to the Policy, from both the Designated Safeguarding Lead and its own members, before giving the revised Policy its final approval. Minutes recording the review by the Governing Body will be made.

8 Contacts – External Agencies

8.1 The details of the Local Authority Designated Officer (LADO) are as follows:

John Griffin/Gabby Bernard/Gourita Gibbs 020 7641 7668

8.2 The telephone numbers of the Westminster Children’s Services department are as follows:

Children's Services Team (to make a referral) 020 7641 4000

Email: safeguarding@westminster.gov.uk

Children's Services Team (General Enquiries) 020 7641 6000

Children’s Services Team out of hours line 020 7641 2388

Nominated governor for Safeguarding and Child Protection (The Revd Dr Anders Bergquist) 020 7586 3864

Deputy Nominated governor for safeguarding and Child Protection (John Prosser) 01865 375 447

Prevent Programme Manager (Kiran Malik) 020 7641 5071
Email: prevent@westminster.gov.uk

DfE dedicated telephone helpline for Prevent 020 7340 7264
www.counter-extremism@education.gsi.gov.uk

NSPCC Whistleblowing helpline 0800 028 0285

8.3 The following telephone numbers may be useful for pupils:

Childline 0800 1111

NSPCC 0808 800 5000

Authorised by	The Board of Governors
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Date	October 2020
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Effective date of the policy	October 2020
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Appendix 1 The Designated Safeguarding Lead

- 1 The Designated Safeguarding Lead for the School site is Sebastian Stones, Deputy Head Pastoral, who may be contacted on 0207 266 4840 Ext. 116. (mobile: 07910 204 319)
- 2 The Deputy Designated Safeguarding Lead is Susie Dart, Head of Years 1& 2, who may be contacted on 0207 266 4840 Ext. 202. (mobile: 07540 141883)
- 3 In accordance with Annex B of *Keeping Children Safe in Education, September 2020*, the main responsibilities of the Designated Safeguarding Lead are:

3.1 Managing referrals

The Designated Safeguarding Lead is expected to:

- (a) act as a point of contact with the three safeguarding partners
- (b) refer cases of suspected abuse to the Westminster Children's Services as required;
- (c) support staff who make referrals to Westminster Children's Services;
- (d) refer cases to the Channel programme where there is a radicalisation concern as required;
- (e) support staff who make referrals to the Channel programme;
- (f) refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required, and
- (g) refer cases where a crime may have been committed to the Police as required.

3.2 Work with others

The Designated Safeguarding Leads is expected to:

- (a) Liaise with the Headmaster to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- (b) As required, liaise with the 'case manager' and the designated officer at Westminster Children's Services for child protection concerns (all cases which concern a staff member) and;
- (c) Liaise with staff (especially pastoral support staff, medical coordinator and Head of Learning Support) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.

- (d) Act as a source of support, advice and expertise for staff.

3.3 Training

The Designated Safeguarding Lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The Designated Safeguarding Lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via ebulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- (a) Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
- (b) Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- (c) Ensure each member of staff has access to and understands the School's child protection policy and procedures, especially new and part-time staff;
- (d) Are alert to the specific needs of children in need, those with special educational needs and young carers;
- (e) Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- (f) Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners.
- (g) Are able to keep detailed, accurate, secure written records of concerns and referrals;
- (h) Understand and support the School with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- (i) Are able to understand the unique risks associated with online safety and be confident that, with the support of other senior members of staff, such as the Head of IT, they have access to relevant knowledge and up-to-date capability required to keep children safe whilst they are online at school;
- (j) Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and

radicalisation and are confident they have the capability to support SEND children to stay safe online;

- (k) Obtain access to resources and attend any relevant or refresher training courses; and
- (l) Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them.

3.4 **Raise awareness**

The Designated Safeguarding Lead should:

- (a) Ensure the School's child protection policies are known, understood and used appropriately;
- (b) Ensure the School's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Governing Body regarding this;
- (c) Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the School in this; and
- (d) Link with local Westminster Children's Services to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

3.5 **Child protection file**

- (a) Where children leave the School ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file ensuring secure transit and obtaining confirmation of receipt from the new school or college. When receiving files for incoming boys, key staff such as DSL, Head of Learning Support and Heads of Year are aware as required.
- (b) In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

- 3.6 **Availability** During term time the Designated Safeguarding Lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. It is the responsibility of the Designated Safeguarding Lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Appendix 2: Types and Signs of Abuse

1 Types of abuse (from *Keeping Children Safe in Education*, September 2020)

- 1.1 Abuse is 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. 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. They may be abused by an adult or adults or by another child or children.
- 1.2 **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.
- 1.3 **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.
- 1.4 **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. 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 sexual abuse of children by other children is a specific safeguarding issue in education.
- 1.5 **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.

2 Specific Safeguarding Issues

All staff are trained to have an awareness of safeguarding issues that can put children at risk of harm. Staff are aware that behaviours linked to the likes of drug taking, alcohol abuse, deliberately missing education and sexting put children in danger. Annex A of *Keeping Children Safe in Education* contains details on specific safeguarding issues and all staff are obliged to confirm that they have read and understood the document.

All staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm, sexual violence and sexual harassment, upskirting (which typically involves taking a picture under a person's clothing), sexting and initiation/hazing type violence and rituals. Staff should be familiar with the School's Bullying Policy. Any incidences of peer on peer abuse must be reported to the Designated Safeguarding Lead immediately.

3 Signs of abuse

3.1 Possible signs of abuse include, but are not limited to:

- 3.1.1 the pupil says he has been abused or asks a question or makes a comment which gives rise to that inference
- 3.1.2 there is no reasonable or consistent explanation for a pupil's injury, the injury is unusual in kind or location or there have been a number of injuries and there is a pattern to the injuries
- 3.1.3 the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour, or there is a sudden or significant change in the pupil's behaviour or a pupil is unusually sexually aware for their age
- 3.1.4 the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
- 3.1.5 the pupil's development is delayed, the pupil loses or gains weight or there is deterioration in the pupil's general wellbeing
- 3.1.6 the pupil appears neglected, e.g. dirty, hungry, inadequately clothed
- 3.1.7 the pupil is reluctant to go home, or has been openly rejected by his parents or carers and
- 3.1.8 inappropriate behaviour displayed by other members of staff or any other person working with children, for example inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role or responsibilities; or inappropriate sharing of images.

3.2 Westminster Children's Services can provide advice on the signs of abuse and the NSPCC website is also a good source of information and advice.

Appendix 3 Guidance for staff and volunteers on suspecting or hearing a complaint of abuse

1 Action staff must take

- 1.1 A member of staff or volunteer suspecting or hearing a complaint of abuse:
 - 1.1.1 must listen carefully to the child and keep an open mind. The member of staff should not take a decision as to whether or not the abuse has taken place;
 - 1.1.2 must not ask leading questions, i.e. a question which suggests its own answer;
 - 1.1.3 must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken; and
 - 1.1.4 must keep a sufficient written record of the conversation. The record should include:
 - (a) the date and time;
 - (b) the place of the conversation; and
 - (c) the essence of what was said and done by whom and in whose presence.
- 1.2 The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead immediately.
- 1.3 All evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, must be safeguarded and preserved and passed to the Designated Safeguarding Lead.
- 1.4 All suspicions or complaints of abuse must be reported to the Designated Safeguarding Lead immediately, unless it is an allegation against a member of staff in which case the procedures set out in Appendix 4 should be followed. **If there is a risk of immediate serious harm to a child and it is not possible to report to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, a referral should be made to Westminster Children's Services immediately.**

Appendix 4 Dealing with allegations against members of staff, the Headmaster, Governors or volunteers

1 The School's procedures

- 1.1 The School's procedures for dealing with allegations made against staff will be used where the member of staff, the Headmaster, governor or volunteer has:
 - 1.1.1 behaved in a way that has harmed a boy, or may have harmed a boy;
 - 1.1.2 possibly committed a criminal offence against or related to a child; or
 - 1.1.3 behaved towards a boy or boys in a way that indicates he or she would pose a risk of harm if he or she work regularly or closely with children.
- 1.2 Any allegations not meeting this criteria will be dealt with in accordance with Westminster Children's Services procedures. Advice from the local authority designated officer will be sought in borderline cases.
- 1.3 All such allegations must be dealt with as a priority.

2 Reporting an allegation against a member of staff, the Headmaster, Governor or volunteer

- 2.1 Where an allegation or complaint is made against any member of staff, Governor or volunteer, the matter should be reported immediately to the Headmaster or in his absence to the Chair of Governors. Where appropriate, the Headmaster will consult with the Designated Safeguarding Lead and the allegation will be discussed immediately with the local authority designated officer before further action is taken.
- 2.2 Where an allegation or complaint is made against the Headmaster, the matter should be reported immediately to the Chair of Governors, or in her absence the Vice-Chair, without first notifying the Headmaster. Again, the allegation will be discussed immediately with the local authority designated officer before further action is taken.
- 2.3 If it is not possible to report to the Headmaster or Chair of Governors in the circumstances set out above, a report should be made immediately to the Designated Safeguarding Lead or, if he is unavailable, the Deputy Designated Safeguarding Lead. The Designated Safeguarding Lead will take action in accordance with these procedures and will as soon as possible inform the Headmaster or, where appropriate, the Chair of Governors.
- 2.4 The person taking action in accordance with the procedures in this Appendix is known as the "case manager".

3 Disclosure of information

- 3.1 The case manager will inform the accused person of the allegation as soon as possible after the local authority designated officer has been consulted.

- 3.2 The Parents or carers of the child[ren] involved will be informed of the allegation as soon as possible if they do not already know of it. They will also be kept informed of the progress of the case, including the outcome of any disciplinary process.
- 3.3 Where the local authority designated officer advises that a strategy discussion is needed, or the police or children's social care need to be involved, the case manager will not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.
- 3.4 The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

4 Further action to be taken by the School

- 4.1 A school has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. The School will take action in accordance with Part four of *Keeping Children Safe in Education*, September 2018 and the School's employment procedures.

5 Timescales

- 5.1 All allegations must be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unsubstantiated or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the Headmaster should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, as far as possible it should be held within 15 working days.

6 On conclusion of a case

- 6.1 If the School ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement/compromise agreement will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria are met. Arnold House has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
 - 6.1.1 The harm test is satisfied in respect of that individual
 - 6.1.2 The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
 - 6.1.3 The individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.
 - 6.1.4 The legal duty to refer applies equally in circumstances where an individual is deployed to another area of work that is not regulated activity, or they are suspended.

6.1.5 If the individual is a teacher, the matter will also be referred to the Teaching Regulation Agency.

6.2 Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

7 Unsubstantiated, false or malicious allegations

7.1 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headmaster will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.

7.2 Where a parent has made a deliberately invented or malicious allegation the Headmaster will consider whether to require that parent to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.

7.3 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the School reserves the right to contact the police to determine whether any action might be appropriate.

8 Record keeping

8.1 Details of allegations found to be malicious will be removed from personnel records.

8.2 For all other allegations, full details will be recorded on the confidential personnel file of the person accused. The record will be retained at least until the individual has reached normal retirement age or for a period of ten years from the date of the allegation, if this is longer.

8.3 An allegation proven to be false, unsubstantiated or malicious will not be referred to in employer references.