



# **Brighstone Primary School**

## **Safeguarding with Child**

### **Protection Policy**

#### **Statutory Policy**

**Signed:.....Date:**  
**(Headteacher)**

**Signed:.....Date:**  
**(Chair of Governors)**

**Review Date:** March 2022 (Annually)

**Reviewed By:** Melissa Jones – Designated Safeguarding Lead 02.03.21

The Safeguarding Committee will undertake a mid-year review.

# Safeguarding with Child Protection Policy Statement

Date Agreed: 16<sup>th</sup> March 2021

Date of Next Review: March 2022

## Key Contact Personnel

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Any safeguarding concerns can also be emailed to [safeguarding@brighstoneprimary.org.uk](mailto:safeguarding@brighstoneprimary.org.uk)

## GLOSSARY OF TERMS:

|        |   |
|--------|---|
| EH     | Early Help                                      |
| EHA    | Early Help Assessment                           |
| DSL    | Designated Safeguarding Lead                    |
| DDSL   | Deputy Designated Safeguarding Lead             |
| CP     | Child Protection                                |
| CIN    | Child In Need                                   |
| CDT    | Children with Disabilities Team                 |
| LAC    | Looked after Child                              |
| PLAC   | Previously Looked after Child                   |
| TAF    | Team Around the Family                          |
| FLO    | Family Liaison Officer                          |
| IOWSCP | Isle of Wight Safeguarding Children Partnership |
| KCSiE  | Keeping Children Safe in Education              |
| DfE    | Department for Education                        |

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A copy of the school Safeguarding Policy, related policies, documentation and guidance are available on request or can viewed via the school website [www.brighstoneprimary.org.uk](http://www.brighstoneprimary.org.uk) and on MyConcern for staff.

Statutory documentation, guidance, and school policies relating to safeguarding to be read and followed alongside this document are listed below:

**School Policies and related documentation:**

- Behaviour Policy
- Behaviour Statement of Principles
- Anti-Bullying Policy and procedures
- Supporting children with a medical condition
- Attendance Policy
- Single Central Record Check (maintained in school office)
- E-Safety Policy
- Educational Visits: Risk Assessment Procedure
- First Aid Policy
- Health and Safety Policy
- Anti-Racism Procedures
- Missing Child Policy
- SEN Policy
- Intimate Care Guidance (toileting)
- Complaints Procedure
- Whistleblowing Policy

### **IOWSCP guidelines, Policies and Protocol:**

- Isle of Wight Safeguarding Children Partnership – Protocol and Policy documents
- <http://www.iowscp.org.uk/protocols>
- Safeguarding Children Procedures - For full child protection procedures please visit the IOWSCP Child Protection Procedures site at [www.iowscp.org.uk](http://www.iowscp.org.uk)
- Procedures for Managing Allegations Against Staff and child against child allegations

### **Department for Education - guidance and statutory guidance:**

- HM Government - Working together to safeguard children – A guide to Interagency working to safeguard and promote the welfare of children – July 2018
- Department for Education - Keeping Children Safe in Education – Statutory guidance for schools and colleges
  - September 2021 (Part one of this document is shared with all staff in school and is shared within school induction procedures).
- Safer Recruitment Statutory Guidelines – see part 3 of DfE KCSiE – September 2021
- Disqualification under the Childcare Act 2006, as amended July 2018
- The application of the Childcare (Disqualification) regulations 2009
- What to do if you are worried a child is being abused 2015 - Advice for practitioners – March 2015
- HM Government - Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers – July 2018
- Handling Allegations of Abuse made by Adults who work with Children and Young People – Practice Guidance – May 2009
- HM Government – Whistle Blowing guidelines - <https://www.gov.uk/whistleblowing> (see also IOWSCP guidelines, Policies and Protocol)

### **Department For Children Schools and Families:**

- Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings
- Safeguarding Disabled Children: Practice Guidance – July 2009: <https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

### **Gov.UK**

- <https://www.gov.uk/government/publications/prevent-duty-guidance> (As part of Brighstone Primary School's ongoing safeguarding and child protection duties we are fully behind the government's *Prevent Strategy which is reviewed by the Child Centered Group and Teaching and Learning group to ensure school actions are in place to support this strategy*)
- DfE 'The Prevent duty, Departmental advice for schools and childcare providers, April 2019 <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- Serious Crime Act 2015
- Serious Violence Strategy 2018
- Domestic Abuse Act 2021
- Sexual violence and sexual harassment between children in schools and colleges – 1.9.21

**For adults working within the school setting, this Policy and documents above can be found in the Staff Room on the staff room safeguarding board or on request from the DSL.**

## **Introduction**

Brighstone Primary School fully recognises its responsibility to safeguard and promote the mental and physical welfare of children at our school. The purpose of this policy is to provide staff, volunteers and all stakeholders with the guidance they need in order to keep children safe in our school and to inform families and guardians how we will safeguard their children whilst they are in our care. This includes adhering to statutory and local child protection procedures, protocols and guidance.

The Governing Body and staff of Brighstone Primary take their responsibility seriously under Section 175 of the Education Act 2002 to safeguard the welfare of our pupils/students, to minimise risk 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 are at risk of suffering harm.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 (as amended by the Children and Social Work Act 2017) and related guidance. This includes the DfE guidance KCSiE September 2021, Working Together to Safeguard Children 2018 and departmental advice for practitioners – What to do if you are worried a child is being abused – March 2015.

School staff are best placed to notice safeguarding concerns due to our close day-to-day contact with children and their families. “Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child” - KCSiE 2021

‘Working Together to Safeguard Children 2018 and KCSiE 2021’ summarises safeguarding as:

- **Protecting children from maltreatment**
- **Preventing impairment of children’s mental and physical health or development**
- **Ensuring that children grow up in circumstances consistent with the provision of safe and effective care**
- **Taking action to enable all children to have the best outcomes**
- **Children includes everyone under the age of 18**

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to wide ranging aspects of school life as documented in ‘Inspecting safeguarding in early years, education and skills settings, Sept 2018 and summarised below:

- children’s and learner’s health and safety and wellbeing, including their mental health.
- meeting the needs of children who have special educational needs and/or disabilities.
- the use of reasonable force
- meeting the needs of pupils with medical conditions
- providing first aid
- educational visits
- intimate care and emotional wellbeing
- online safety and associated issues
- appropriate arrangements to ensure children and learner’s security, thinking about local context

Safeguarding can involve a range of potential issues such as:

- bullying, including cyberbullying (by text message, on social networking sites, and so on) and prejudice-based bullying
- racist, disability, homophobic or transphobic abuse
- radicalisation and extremist behaviour
- child sexual exploitation
- child criminal exploitation
- sexting
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage

This policy should therefore be used in practice alongside school policies and departmental guidelines on related safeguarding issues.

All relevant school policies will be reviewed regularly by the Governing Body, which has responsibility for oversight of school safeguarding and child protection systems.

The DSL, named at the beginning of the policy, and the Headteacher will ensure regular reporting on safeguarding activity and systems in school within the monthly Safeguarding Committee meetings. The DSL will provide updates to the Governing Body at their FGB meetings. The Governing Body will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.

Our school is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. We have an 'open door policy' and welcome feedback, suggestions and comments contributing to this process that will improve the desired outcomes for children.

KCSiE 2021 remains in force throughout the response to Coronavirus (COVID-19) and Brighstone Primary adheres to all COVID-19 guidance from the Department of Education. Addendums to the safeguarding policy are added when required.

### **Ethos**

"There is no sorry in safeguarding" is our school motto when it comes to keeping our children safe. All staff know never to apologise for showing professional curiosity and taking time or asking questions of the DSL regarding safeguarding matters. No piece of information is too small as it all adds to the bigger picture.

Brighstone Primary school recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected, encourage them to talk openly and enable them to feel confident that they will be listened to.

We recognise that children who are abused or have witnessed violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some

sense of blame. Our school may be the only stable, secure and predictable element in their lives. We work hard to promote a strong sense of belonging for all of our children.

Brighstone Primary will endeavour to support the welfare and safety of all pupils through:

- Maintaining children's welfare as our paramount concern
- Ensuring the content of the curriculum includes social, emotional and mental health aspects of learning
- Ensuring that child protection is included in the curriculum to help children stay safe, recognise when they don't feel safe and identify who they can/might talk to
- Believing the child
- Providing suitable support and guidance so that children have a range of appropriate adults to approach if they are having difficulties
- Promoting a positive, supportive, neutral and secure environment where pupils can develop a sense of being valued and heard in their own right
- Ensuring all steps are taken to maintain school site security and student's physical safety
- Working to build resilience in all children who access the school
- Working with families to build an understanding of the school's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication
- Monitoring children and young people who have been identified as having welfare or protection concerns; keeping confidential records which are stored securely and shared appropriately with other professionals
- Developing effective and supportive partnerships with other agencies

### **Responsibilities**

Although safeguarding is everyone's responsibility at Brighstone Primary School, the DSL has overall responsibility for the day-to-day overseeing of safeguarding and child protection procedures in school, including:

- Co-ordinating safeguarding action for individual children
- Liaising with other agencies and professionals
- Ensuring that locally established procedures are followed and making referrals as necessary
- Representing or ensuring the school is appropriately represented at inter-agency safeguarding meetings (including Child Protection Conferences)
- Managing and monitoring the school's part in supporting pupils and families across all thresholds including access to universal services, tailored Early Help provision/Tier 2 support, Targeted Early Help including use of the Early Help Assessment (EHA), Child In Need (CIN) Plans (including Children with Disabilities Team CIN Plans in conjunction with the school SENCo), Child Protection (CP) Plans
- Maintaining a confidential recording system (MyConcern)
- Acting as a consultant for staff to discuss concerns with
- Organising training and providing regular updates for all school staff
- Ensuring the school has a robust safeguarding culture

The Governing Body and School Leadership Team will ensure that the DSL is properly supported in this role by providing appropriate levels of time and resource. However, Child Protection and Child Welfare are the responsibility of all staff in school and ANY observation, information or issue, which results in concern for a pupil's welfare, MUST be reported to the DSL in a timely manner using MyConcern (safeguarding online system). All staff have access to the MyConcern system and have received training on how to report a

concern efficiently and securely.

There is also a MyConcern app available on iOS and Android, which can be accessed by staff and governors. Concerns can be reported remotely and securely using this app. Telephone contact numbers for all key safeguarding personnel can be found at the beginning of this document.

In order to protect confidentiality, safeguarding information about individual children is shared on a need to know basis only and in line with the Government's Information Sharing Guidance 2018. It is recognised that sometimes the school will hold information that will form part of a bigger safeguarding picture so something that could be seen as relatively minor but in the context of other information could become significant. All information is seen as an important "jigsaw piece".

### **Safeguarding and Child Protection Procedures**

Published and updated legislation, guidelines and procedures for safeguarding and child protection will be made available in school to all staff. Information, protocol flowcharts and policy documents relating to safeguarding are shared with staff on a regular basis and are available from on MyConcern/local policies and in the staff room.

It is the responsibility of the DSL to gather and collate information obtained on individual children, to make immediate and on-going assessments of potential risk and to decide (with families/carers in most cases) on the appropriateness of referrals to partner agencies and services.

To help with this decision, the DSL may choose to consult with Children's Services via Hants Direct contacting a dedicated phone number: Tel: 0300 3000901, or by completing the Inter Agency Referral Form (IARF) [www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts](http://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts) as part of the Child Protection process.

Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which families/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Children's Services or other services is made.

Such referrals may include any of the following:

- contact with Children's Social Services via Hants Direct or with allocated social workers to discuss cases indicating a concern or to support the progress of delivery plans within Child Protection or Child in Need thresholds
- LAC reviews
- to seek general advice in relation to potential risk factors/cause for concern
- to the Police where there are potential criminal issues
- referral to request an Early Help Assessment and targeted support as part of Targeted Early Help delivery process
- referral to specialised service providers

**In all but the most exceptional cases, and where the child is deemed to be at risk of immediate harm, families/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Children's Services will be sought.**

If a member of staff discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the staff member must report this to the police immediately by calling 999. All

staff will refresh their knowledge and understanding of FGM at least annually.

In the absence of the availability of a DSL or deputy to discuss an immediate and urgent concern, advice should be sought directly by contacting Children’s Services via the dedicated professional’s line phone number: 0300 300 0901.

For open cases, when a social worker has been allocated, professionals should contact the allocated social worker via their direct work telephone line 01983 823434 or email address.

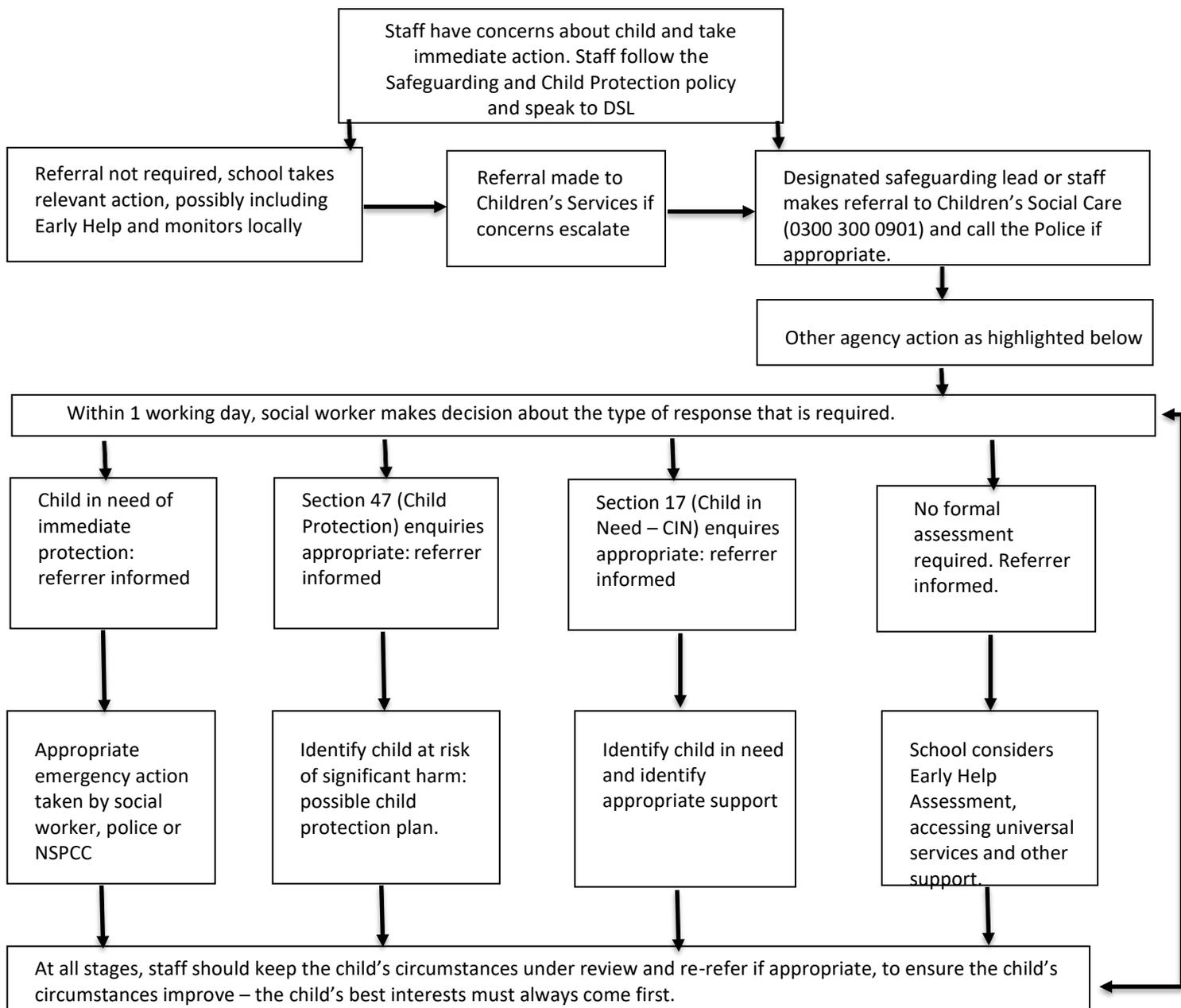
**The role of the school in situations where there are child protection concerns is NOT to investigate, but to recognise, refer and keep an accurate record.**



On occasion, staff may pass information about a child to the DSL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the DSL any further progress (although they should not expect to be given confidential detail); so that they can reassure themselves that the child is safe and their welfare being considered. If following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that staff member to seek further direct consultation by calling Hants Direct – Professionals’ line: 0300 300 0901.

The school has one nominated governor for safeguarding as named at the beginning of this document. The nominated governor will take the lead role in ensuring that the school has an effective policy which interlinks with related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed annually.

## Actions where there are concerns about a child



## Recognition and categories of abuse:

All staff in school should be aware of the definitions, signs, and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Additionally, staff within the school have access to training and information to support them to be able to recognise and report the signs, indicators or risks of radicalisation, child sexual exploitation or female genital mutilation.

## **Mental Health**

Staff recognise that mental health concerns can be an indicator that the child could have suffered or is at risk of suffering abuse, neglect or exploitation. We take a trauma informed approach to children's behaviour by recognising that there is always a reason behind behaviour, we will explore the possible reasons first before taking any action.

We recognise that school staff are best placed to observe children on a day-to-day basis. Staff should share any concerns they have for the mental health and wellbeing of a child with the mental health first aider in school Melissa Jones and complete a referral form for additional support. Melissa has completed training in 'Mental Health First Aid' and 'COVID-19 Psychological First Aid' and is able to refer children and families to professionals in the field for further support.

There is guidance, advice and resources available from Public Health England, which helps to support and promote children and young people's emotional health and wellbeing. Guidance and information regarding local services can be found here: <https://www.iwmentalhealth.co.uk/>

## **Children potentially at greater risk of harm**

Children who need a social worker (Child in Need, Child Protection Plans, Looked After Child and Children with a disability) may need help due to their safeguarding and welfare needs. These children may have complex family circumstances and any childhood experience of adversity and trauma can leave them vulnerable to further harm as well as being educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.

The DSL works closely with the Local Authority to establish which children have social workers and any safeguarding concerns are shared directly with them. The DSL will attend CIN and CP meetings to best support the welfare of the child with the provisions of pastoral and academic support, alongside the actions identified by statutory services.

## **Radicalisation**

Protecting children from the risk of radicalisation, extremism and terrorism is to be seen by staff as a wider safeguarding duty and is to be treated in the same way as protecting children from other forms of abuse or harm. All staff refresh their Prevent awareness training annually.

- **Radicalisation** – Refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **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 faith and beliefs. This also includes calling for the death of members of the armed forces
- **Terrorism** – Is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause

The procedures within this policy and relevant statutory guidance, 'Working together to safeguard children' and 'Keeping Children Safe in Education' will be followed to protect children at risk of extremist ideology. Additionally, the school DSL will make the decision about when it is appropriate to make a referral to the 'Channel Programme' (part of the government's PREVENT Strategy) which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Any decision may be made in consultation with Hampshire Children's Services, the local police 101, The DfE dedicated helpline (02073407264)/email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

## **The Prevent Duty**

The Prevent duty is the statutory duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. Our school has a duty under this Act from 1st July 2015.

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that they are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

All staff members are required to complete online PREVENT training, this is via the Isle of Wight Safeguarding Children Partnership and it forms part of the school's safeguarding induction. The training can be located via the following link – once completed, certificates must be given to the DSL and a copy will be kept on record. <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

**For all instances of concern, follow the school safeguarding procedure protocol using the MyConcern safeguarding system to share concerns immediately with the DSL**

For further information about the Prevent Duty contact Rebecca Lennon, Melissa Jones or Lucy Aram.

## **Child Sexual Exploitation (CSE)**

The DSL will follow the established school recording and referral processes including the use of the Child Exploitation Risk Assessment Form (CERAF) for suspected exploitation. The CERAF assessment will be used as a tool by the DSL to highlight the risk of child sexual exploitation (CSE) or trafficking. Current templates will be accessed from the Isle of Wight Safeguarding Children's Board website - <http://www.iowscp.org.uk/child-exploitation3>.

Further information can be found in the 'Child sexual exploitation: definition and guide for practitioners' document – [www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners](http://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners).

## **Female Genital Mutilation (FGM)**

Concerns relating to FGM should be shared immediately with the police by calling 999 and the DSL who will assess the information received and activate support via local safeguarding procedures, using national and local protocols for multi-agency liaison with police and children's social care. From October 2015, mandatory reporting duties became effective and these will be adhered to in keeping with 'KCSiE' guidance for schools and colleges and the Serious Crime Act 2015.

The most up to date definitions of categories of abuse with examples of signs and symptoms of abuse are detailed in Appendix 1 of this document.

All members of school staff have a duty of care and responsibility to be vigilant in their safeguarding responsibilities and to be mindful that child abuse can occur within all social groups regardless of religion, culture, social class or financial position. Children who have a disability are statistically subject to greater risk of abuse and are particularly vulnerable.

It is also important to remember that those who abuse children can be of any age, gender, ethnic group or background and it is important not to allow personal preconceptions to prevent recognition or action taking place. All staff are mindful of "it could be happening in this school".

## **Domestic Abuse, Stalking and 'Honour' based abuse**

If domestic abuse, stalking or honour based abuse is identified, the DSL will follow the established school recording and referral processes. In immediate crisis, the individual will be advised to contact the police. In addition, the National Domestic Violence Helpline can be accessed on 0808 2000 247. Definitions of domestic abuse can be found in Appendix 1.

With consent of the individuals, the DSL can complete a DASH risk assessment indicator checklist. The checklist can be obtained from the DSL or at [www.safelives.org.uk](http://www.safelives.org.uk). Once completed, the DASH checklist must be shared with the local MARAC (multi-agency risk assessment conference) coordination. They can be contacted by calling 01983 538759 or emailing [safeguarding.team.iow@hampshire.pnn.police.uk](mailto:safeguarding.team.iow@hampshire.pnn.police.uk) using the MARAC referral form also available from the DSL.

The commissioned service provider for Domestic Abuse support on the Isle of Wight is 'You First.' Referrals can be made via their helpline 0800 234 6266 or [yofirstiow@theyoutrust.org.uk](mailto:yofirstiow@theyoutrust.org.uk)

## **Child Criminal Exploitation (CCE) & County Lines**

Child Criminal Exploitation and County Lines is a geographical form of harm that refers to county lines of criminal activity. Drug networks or gangs, groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, markets and seaside towns.

Brighstone Primary recognise that children could be vulnerable to county lines activity or exploitation and a significant sign could be a child missing from education for a period of time (refer to Missing Child Policy). The child could potentially have been trafficked to transport drugs and immediate action must take place. As well as the Police and Children's Services, a referral to the National Crime Agency (human trafficking) should be considered.

Other indicators of CCE and County Lines can include children who:

- appear with unexplained gifts of new possessions
- associate with other young people involved in exploitation
- suffer from changes in emotional well-being
- misuse drugs and alcohol
- go missing for periods of time or regularly come home late
- regularly miss school or education or do not take part in education.

## **Induction and Training**

All school staff and volunteers will be offered an appropriate level of safeguarding training (to include internal school procedures and responsibilities; child protection processes; how to recognise and respond to signs and symptoms of concern and abuse; safe working practice) and DSL must undergo refresher training every two years.

The nominated governor should receive safeguarding training from a strategic perspective on a two yearly basis and the whole governing body will be updated by a Local Safeguarding Training Officer. The DSL will deliver a training update on the September inset day which governors will be invited to.

The school Senior Leadership Team will ensure the DSL attend the required DSL safeguarding training when they first take up the role and that they continue to update their knowledge on an on-going basis and at least every two years as required by guidance.

The DSL in partnership with the School Business Manager will ensure that all new staff and volunteers are appropriately inducted as regards the school's internal safeguarding procedures.

The DSL and Headteacher will provide updates to the Governing Body detailing safeguarding training undertaken by all staff – this is collated within the 'Headteacher's Report'. The DSL will attend all FGB meetings to give an update on Safeguarding.

The School Administrator in liaison with the DSL will maintain an up to date register of safeguarding training (including induction) in school.

### **Record Keeping**

Staff must record (via MyConcern online system) any welfare concern that they have about a child, with a body map where injuries have been observed. These concerns are then sent directly to the DSL electronically. Records must be completed as soon as possible after the incident/event.

If a child spontaneously discloses information, adults are to listen. The adult should make an appropriate judgement about how to most effectively record the information whilst supporting the needs of the pupil.

If a child requests to talk to a specific adult in the school setting about a worry or concern they have, the adult may choose to one of the following options:

1. remember what was said and after the event record exactly what was said by both the adult and the child, and ask the pupil if they are happy for notes to be written at the time reassuring the child that notes are taken to support the accurate capturing of information  
**or**
2. ask the child if another member of staff can join them to support the discussion (one member of staff to listen to the child whilst the other member of staff records the information)

Option 2 is always advisable if the circumstances permit, the option chosen will always aim to most effectively support the needs of the child at the time.

All records should capture the adult and child's words as they were spoken. All concerns/disclosures must then be recorded immediately online, using the MyConcern system.

Once completed and actioned, incidents/concerns are kept electronically using the online MyConcern system. Each child with associated records has their own individual electronic child protection file. Action taken, including decisions about information sharing will be recorded for each child individually.

Electronic safeguarding records are kept centrally and securely by the DSL and are shared on a 'need to know' basis. Access to the safeguarding information for children is restricted to DSL and DDSL.

The Headteacher will be kept informed of any significant issues by the DSL, via MyConcern and during monthly Safeguarding Committee meetings.

All safeguarding records will be forwarded to a child's subsequent school electronically via MyConcern where possible or in a folder marked private and confidential. These will be hand delivered to the new school and a signed receipt will be obtained.

## **Minute taking**

If notes/minutes are taken within an official meeting with family members, permission must be obtained beforehand. Those present at the meeting must be in agreement for notes to be taken before doing so. Before notes are taken, the meeting or conversation participants must be informed that these notes will be shared with the Headteacher and DSL. The notes will be shared with the participants of the meeting at the note takers earliest convenience.

If consent is not given to take notes during the conversation or meeting with the individual(s), notes should not be taken. The meeting or conversation participants must still be informed that the meeting or conversation content will be shared with the Headteacher and DSL.

Meeting notes/minutes are uploaded to the MyConcern system and kept electronically on the individual child's file. All notes/minutes that are uploaded are stored securely and can only be accessed by named individuals.

## **Allegations of abuse made against other children (peer on peer abuse)**

At Brighstone Primary School, we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other pupils.

Peer on peer abuse will never be tolerated and will always be taken seriously. Peer on peer abuse can include:

- Sexual violence and sexual harassment
- Physical abuse (hitting, kicking, shaking, biting, hair pulling or other physical harm)
- Sexting/Sexual imagery

Allegations of peer on peer incidents or abuse will be listened to, investigated and recorded immediately by an appropriate member of staff. If there is a repetitive nature of behaviour and it falls under the category of peer on peer abuse, a DSL will be informed and take action. All victims, perpetrators and other children affected will all be supported appropriately by school staff.

If there is a safeguarding concern, the DSL will decide on the appropriate action(s) the school will follow.

The process for reporting this concern and delivery of subsequent action(s) taken will be consistent with the safeguarding protocol documented within this policy.

Further information and guidance <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges> updated 1.9.21

## **Upskirting**

Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm.

As of April 2019, upskirting has become a criminal offence across England and Wales under the Voyeurism/Upskirting Act and offenders can now be arrested and sent to prison for up to two years and placed on the sex offenders register.

The process for reporting this concern and delivery of subsequent action(s) taken will be consistent with the safeguarding protocol documented within this policy. Refer to E-Safety policy also.

## **Violent Crime**

All staff and volunteers understand indicators that may signal that children are at risk from or are involved with serious violent crime. These indicators may include the following:

- Increased absence from school
- A change in friendships and relationships with older individuals or groups
- A significant decline in academic performance
- Signs of self-harm
- A significant change in wellbeing
- Signs of assault or unexplained injuries
- 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

Brighstone Primary recognises the Serious Violence Strategy 2018, which identifies offences such as knife and gun crime and the impact of serious violent crime on individuals and the community.

## **Allegations against members of staff and volunteers (Whistle Blowing)**

Brighstone Primary recognises that it is possible for staff, including supply staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received.

Concerns of risk of harm would include staff members, including supply staff or volunteers where they have:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicated he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Any concern about the behaviour of a member of staff, supply staff or volunteer, or where an allegation of abuse is made against a member of staff, supply staff or volunteer must immediately be reported to the Headteacher or in their absence a member of the SLT who will refer to the Local Authority Designated Officer (LADO) to agree on the further action to be taken in respect of the child and staff member. The LADO is currently Amanda Sheen and she can be contacted via telephone: **01962 876364** or by email [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk). Allegations against a teacher who is no longer teaching or historical allegations will be referred to the Police.

Any concern or allegation against the Headteacher should be reported to the Chair of Governors, Janet Craig, without informing the Headteacher.

The Headteacher will also discuss with the supply teacher agency whether it is appropriate to suspend the supply teacher or redeploy them to another part of the school, whilst an investigation is carried out. The agency will need to liaise and be fully involved with the enquiries from the LADO, Police and/or Children's Services as required.

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the adult who is the subject of the allegation.

In some circumstances a member of staff will, without prejudice, be asked to take a period of paid leave pending the results of the investigation. Similarly, a volunteer may without prejudice be asked to take a

period of leave from their voluntary position pending the results of the investigation. We will provide the individual with a named contact at school if they are suspended.

Brighstone Primary school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. Any calls from media will be directed to the Local Authority media team on 01983 823793.

Malicious allegations against staff will be investigated and managed by the Headteacher and, if appropriate, a committee of governors.

Staff who are concerned about the conduct of a colleague may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of a child is paramount. The school's Safeguarding and Child Protection Policy and Staff Code of Conduct enable staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place without fear of repercussions.

All staff must be aware that it is **a disciplinary offence not to report concerns** about the conduct of a colleague that could place a child at risk. When in doubt, talk to the Headteacher or DSL.

For specific guidance on how to respond to allegations against staff, please refer to the ***Procedures for Managing Allegations against Staff***, which can be found on the Isle of Wight Council website: <http://www.iowscp.org.uk/managing-allegations-against-staff>

This document is to be read in conjunction with 'Handling Allegations of Abuse made against Adults who Work with Children and Young People – May 2009, Department for Children and Families'.

### **Missing children**

Brighstone Primary School has a 'Missing Children Policy' which sets out the school procedures for dealing with the unlikely event of a child going missing when they are in the care of the school.

If a pupil is missing from education i.e. they are not attending school, this may represent a potential indicator of abuse and/or neglect.

After reasonable attempts have been made to contact the family (where reasonably possible, Brighstone Primary will hold more than one emergency contact number for each pupil), school will follow the IOWSCP procedure and protocol, referring to the Hampshire Children's Services Professionals Team on the professionals line - 0300 300 0901. If a looked after child (LAC) or a child who is open to a Social Care plan goes missing, school will refer the concern to the allocated social worker, (or in their absence refer to Hampshire Children's Services Professionals team) with immediate effect.

Children missing from education procedures will be followed where a child:

- has 10 days or more continuous absence from school without an explanation
- has left school suddenly and the destination is unknown
- has not taken up an allocated school place as expected

Any such concern will be reported to the Local Authority through the Education Welfare Service on 01983 823151. The school will also refer to Hampshire Children's Services any child being withdrawn from school with the intent to be electively home educated where there are safeguarding concerns.

All referrals linked to missing children will be made by the Headteacher or DSL.

## **Private fostering**

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative'. This constitutes private fostering when the following conditions are met:

- a child is under 16 years of age or 18 if they have a disability
- the arrangement is for 28 days or longer
- the child's new carer does not have parental responsibility for the child and is not a close relative.

Close relatives are defined as stepparents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

By law, parents and carers must notify the local authority of private fostering arrangements to safeguard and protect the child's welfare as well as ensuring the child, carer and parent are receiving appropriate support and help.

As a school, if we do become aware that a child or young person is being privately fostered, we will inform the carer/parent of their legal duty to notify Hampshire Children's Social Care; we will follow this up by contacting Hampshire Children's Social Care directly 0300 3000901.

## **Children with family members in prison**

There are approx. 200,000 children in England and Wales who have a parent sent to prison each year. These children are at risk of poor outcome including poverty, stigma, isolation and poor mental health.

Brighstone Primary will work closely with Barnardo's and their Community Support for Offenders Families (CSOF) programme to support the children affected by criminal activity within their family. We will work with the families to help reduce the negative consequences for the children.

<https://www.iow.gov.uk/azservices/documents/2846-Support-for-Offenders-Families.pdf>

## **Operation Encompass**

The Headteacher and DSL will be notified by the Police if they have been called to an incident of domestic abuse where there are children in the household who have experienced the domestic incident. The operation encompass email is sent to the Headteacher and the safeguarding email address

[safeguarding@brighstoneprimary.org.uk](mailto:safeguarding@brighstoneprimary.org.uk). This ensures that we have up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs.

## **Welcoming other professionals**

Visitors with a professional role, such as the school nurse, social worker, educational psychologist or members of the Police will have had the appropriate vetting checks undertaken by their own organisation. Any professionals visiting the school should provide evidence of their professional role and employment details (an identity badge for example). If felt necessary, the school will contact the relevant organisation to verify the individual's identity.

Professionals will complete signing in/out procedures and wear a school visitors lanyard for the duration of the visit.

## Working with other agencies

Brighstone Primary recognises and is committed to its responsibility to work with other professionals and agencies both to ensure children's needs are met and to protect them from harm. We will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals (in discussion with families/carers) as appropriate.

As per Working Together to Safeguard Children 2018, Brighstone will work with the three safeguarding partners to safeguard and promote the welfare of all children in our local area. The safeguarding partners include the Local Authority, Clinical Commissioning Group and Chief Officer of Police for the local authority area.

**Schools are not the investigating agency** when there are child protection concerns and so, the school will pass all relevant cases to the statutory agencies, who we will support in undertaking their roles. Staff should understand that alongside this, the school may have a crucial role in supporting the child whilst investigations and assessments take place.

Brighstone Primary recognises the importance of multi-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings and Targeted Early Help meetings and Early Help Hub forums in support of the child and families.

The Family Liaison Officer, Headteacher and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## Confidentiality & Information sharing

Safeguarding and Child Protection information is confidential and personal. Other than the agreed communication lines in school, it is for the DSL (where appropriate in consultation with the Headteacher) to decide what information needs to be shared, with whom, how and when, and whether consent needs to be gained for this process. If the DSL is in any doubt, they can seek advice from the Children's Services Team at Hants Direct on 0300 300 0901.

All staff should remain aware that they cannot keep 'secrets' and absolute confidentiality with children, and that if children disclose abuse or give information that suggests they may be unsafe, this **MUST** be passed on to the DSL as soon as possible. **The child should be told who their disclosure will be shared with and what will happen next.**

The DSL will be proactive at sharing information as early as possible with the identified agencies to identify, assess and respond to risks or concerns about the safety and welfare of children. Personal information will be processed fairly and lawfully within the Data Protection Act 2018 and GDPR. These acts do not prevent the sharing of information for the purposes of keeping children safe.

The DSL is able to share information without consent where there is a good reason to do so and the sharing of information will enhance the safeguarding of a child in a timely manner. Staff must not allow fears of sharing information stand in the way of the need to safeguard and promote the welfare and protection of children.

Further information can be found:

- in chapter 1 of Working Together to Safeguard Children, which includes a myth-busting guide to information sharing

- At Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers. The seven golden rules for sharing information.
- At the Information Commissioner’s Office (ICO), which includes ICO GDPR frequently asked questions and guidance from the department.
- In Data protection: toolkit for schools – Guidance to support schools with data protection activity, including compliance with the GDPR.

### **Curriculum and staying safe**

Schools play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is ‘safe’; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned. Working Together to Safeguard Children (2018) states that the curriculum should ensure opportunities for “developing children’s understanding, awareness and resilience”. Brighstone Primary also provides age appropriate teaching to support Relationship, Sex and Health Education across all year groups. This is taught following the principles of keeping children safe and prepares the children for the world in which they are growing up.

Brighstone Primary will use the curriculum to provide opportunities for increasing resilience, self-awareness, self-esteem, social, emotional and mental health understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others. Systems have been established to support the empowerment of children to talk to a range of staff when they are in difficulty and to raise comments, complaints and feedback about their school experience. Children at Brighstone Primary will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate. Records will be kept of reported incidents in line with guidance.

Specific systems outside of expected day-to-day classroom interaction and support include: School Council, buddy system which could include supporting new pupils, playtime friends or class buddy activities across key stages, regular feedback questionnaires with groups of children (pupil conferencing), specific Anti-Bullying Policy, ‘check-ins’ both as a class and with the ELSA for individual children, Pupil Voice form/dialogue, 1:1 and group emotional support provision, wellbeing and pastoral care provision, interaction with the school Family Liaison Officer (FLO), Emotional Literacy Support Assistant (ELSA) and/or conversations with the Headteacher.

### **Photography and Images**

To protect children we will:

- Seek parental consent annually for photographs to be taken or published (for example, on our website, Facebook page or in newspapers or publications) and make all staff aware of those children who do not have permission to be photographed
- Only use school equipment such as the teacher/classroom iPad, unless given permission by the Headteacher or SLT
- Only take photos and videos of children to celebrate achievements or in keeping with learning activities
- Ensure that children are appropriately dressed at all times
- Encourage children to tell us if they are worried about any photographs that are taken of them

## **E-Safety**

It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside of school. We will ensure a comprehensive curriculum response to enable all children to learn about and manage the associated risks effectively and will support families and the school community (including all members of staff) to become aware and alert to the needs of keeping children safe online. We will promote online safety as part of our safeguarding culture giving regular updates to staff, parents and children via email, Facebook and school newsletter. More information can be found in the school's E-Safety Policy.

## **Illegal communication with a child**

From 3<sup>rd</sup> April 2017 a new offence of sexual communication with a child came into force. It is a criminal offence for an adult who intentionally communicates with a child under the age of 16 (whom the adult does not reasonably hold the belief for them to be aged 16 or over) with the purpose of obtaining sexual gratification if that communication is sexual in nature or its intent is to encourage that child to make a communication that is sexual. The offence includes talking sexually to a child online in a chatroom, sexually explicit SMS text messages to a child, along with inviting a child to communicate sexually. The offence can be heard in a magistrates or crown court and will carry a maximum jail sentence of two years, plus the offender will automatically be placed on the sex offenders register.

## **Supervision and support**

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support in the form of listening, reflective practice discussion and emotional support from the school's Mental Health First Aider, Melissa Jones who can signpost to professional agencies if deemed necessary. All staff members also have access to the school Employee Assistance Programme. They can be contacted on 0800 028 5147 or for further information go to <https://strictlyeducation.optimise.health> for free, impartial advice.

## **Safe Working Practice**

Staff are required to work within clear guidelines of safe working practice and the school's Staff Code of Conduct, which details the guidelines and procedures regarding physical contact with children. Please also refer to the Restraint Guidance and Use of Reasonable Force from the DfE.

Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all school staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. Positive handling should only be used when all other strategies have been exhausted or if there is immediate threat of harm to themselves or others. For example, it is always advisable for interviews or work with individual children or families to be conducted in view of other adults. Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed. Staff should be aware of the school's Behaviour Management procedures and any physical interventions must be in line with agreed policy and procedure for which appropriate training should be provided. Full advice and guidance can be found in Guidance for Safer Working Practice for Adults who Work with Children and Young People.

Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites, video conferencing) and should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People, the school's E-Safety Policy and Staff Code of Conduct.

## **Complaints**

The school has a Complaints Procedure available to anyone who wishes to report concerns. This can be found online at the school website [www.brighstoneprimary.org.uk](http://www.brighstoneprimary.org.uk). All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations Against Staff.

## **Safer Recruitment**

Brighstone Primary is committed to ensuring that all steps are taken to recruit staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority. The Governing Body and Senior Leadership Team are responsible for ensuring that the school follows safer recruitment processes outlined within guidance, including accurate maintenance of the Single Central Record; and an application, vetting and recruitment process, which places safeguarding at its centre, regardless of employee or voluntary role. Specific guidelines are followed for the recruitment of overseas trained teachers in line with updated guidance from January 2021. Further information can be found in DfE Guidance: Recruit teachers from overseas.

The Governing Body will ensure that the Headteacher, other senior staff responsible for recruitment and one member of the Governing Body complete accredited Safer Recruitment Training in line with government requirements. The Governing Body has agreed that all staff, governors and regular volunteers will have an enhanced DBS check. All members of the Governing Body are to undertake Section 128 checks as part of their recruitment process. Individuals who are the subject of a Section 128 order are disqualified from being governors.

The school will ensure that the Teacher Services' System is used to ensure that a candidate employed as a teacher is not subject to a prohibition order issued by the Secretary of State.

The Governing Body and Headteacher have agreed that all staff and adults involved in school (who are subject to DBS checks) will complete the 'annual recheck declaration of criminal offences'. This form requires all staff to provide notification should they receive any convictions, cautions, court orders, reprimands or warnings since the date of their last DBS clearance with the school or since joining the school whichever is later. Staff must also inform the school of any changes to their health that may impact upon their ability to work with children or any changes to their own circumstances that school should be aware of.

The 'annual recheck declaration of criminal offences' form is completed by all members of staff and adults involved in school and is re-issued annually to ensure that changes to personal circumstances under these regulations have been declared. Should individual personal circumstances change in relation to 'Staff Suitability' staff/adults must inform the Headteacher at the earliest possible opportunity. All information will be kept confidential and only disclosed to those parties relevant to maintaining personal information.

The LADO will be informed if we are made aware of any offences committed by those associated with a staff member (e.g. a staff member's spouse/family member) and the risk will be assessed.

## **The use of school premises by other organisations**

Where services or activities are provided separately by another body using the school premises, the Headteacher and Governing Body will seek assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If assurance is not achieved, an application to use premises may be refused.

## **Security code of conduct – e.g. mobile phones, email, social media**

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that become known. We operate within a whole school community ethos and welcome comments from children, parents and others about areas that may need improvement as well as what we are doing well.

The school gates are locked at all times outside of drop off and collection – the code for the lock is shared in strict confidence with staff. The main entrance door is kept locked and visitors are only to be let in once they have completed the signing in process (as below) and are made aware of safeguarding and fire procedures.

The school will not accept the behaviour (in person or via social media) of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

Mobile phones and personal electronic items can represent a safeguarding risk. Any electronic devices in school should only be used in support of the children's learning and welfare. School iPads are used for capturing photographs and videos in support of learning – reference should be made to the E-Safety Policy, and the Staff Code of Conduct.

## **Signing in procedure**

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the main reception office and to display a visitors badge whilst on school site. If a visitor has provided a current DBS certificate they will be given a green lanyard. If a visitor is unable to provide a DBS certificate they will be given an orange lanyard which means they must be supervised by a member of staff at all times.

Any individual found to be on their own who is not known to staff or is wearing an orange lanyard will be challenged by staff members for clarification and reassurance. If the member of staff does not feel comfortable doing this, they must alert the office or Headteacher immediately.

## **Off-site visits**

Appropriate risk assessments must be in place prior to any off-site visit taking place. Any overnight visit will explicitly set out sleeping arrangements; the role and responsibility of each adult, whether employed or volunteers; on/off duty arrangements; clear expectations about boundaries and interactions with children; and expectations of the adult. The member of staff in charge of the visit will report any safeguarding concerns to the DSL, who will action the response in keeping with the procedures and protocol of this policy. In an emergency situation the staff member in charge may contact the Police 999 and/or Hampshire Children's Services 0300 3000901.

### **After school clubs and wrap-around childcare provision**

Appropriate risk assessments must be in place for extracurricular activities, after school club activities and the wrap-around childcare provided by Brighstone Preschool.

The member of staff in charge of the activity or Preschool Manager will report any safeguarding concerns to the DSL and record on MyConcern, who will action the response in keeping with the procedures and protocol of this policy. During non-school hours e.g. after school club or during school holidays, staff are able to contact the school DSL for support with safeguarding concerns; contact details for the DSL and other relevant personnel at the beginning of this document. In an emergency the staff member in charge may contact the Police 999 and/or Hampshire Children's Services 0300 3000901.

### **Collection of children from school**

Children are able to be collected from school by persons whom the family member with parental responsibility (PR) has provided consent to do so. It is the responsibility of the parent/carer to update the school office of any changes or additional contacts as they occur. School will act upon the most recent information. Children will not be allowed to leave school with anyone else unless a person with PR has notified the office.

### **Evaluation**

A range of measures and monitoring systems are in place to evaluate the effectiveness of safeguarding measures in school.

This policy is updated annually and is applied in keeping with current legislation and statutory guidance. The Policy is formally reviewed on an annual basis with mid-year review. This review is undertaken and agreed by the DSL and Safeguarding Committee and subject to agreement by the school Governing Body.

An annual safeguarding audit is undertaken that complies with the Isle of Wight Safeguarding Children Partnership guidance.

Additionally, review of the Safeguarding Policy and school practice may be triggered at any point in time, for example:

- Updates to legislation, protocol, procedure or recommended DfE/IOWSCP guidelines
- Incidents, complaints or circumstances arising that do not meet the policy guidelines

Should instances arise which fall into the categories listed above, a review of practice and procedure may be required. Identified actions and lessons learnt will be implemented to fulfil safeguarding requirements and practice.

All incidents, allegations of abuse and complaints are recorded and monitored in accordance with school policy and practice.

Safeguarding is placed as a weekly agenda item on both SLT and staff meetings and is raised in every Full Governing Body meeting. The Headteacher's report details and reviews safeguarding practice and this is written and issued three times a year to The Governing Body.

Resources essential for implementing safeguarding in school are available and updated regularly, including access to training and delivery of staff roles with a clear safeguarding focus.

As part of the review of effective safeguarding, processes are in place to consult with children, families and staff via opportunities to provide feedback, the use of regular questionnaires and half-termly 'quizzes' for staff.

The school delivery of 'Targeted Early Help' is monitored by the locality Early Help Coordinator within the Hampshire Early Help Service. School attend and actively engage in Early Help Hub meetings, monitor and measure progress against desired outcomes on EH, CIN and CP plans.

The DSL communicates with professionals from Children's Services on a regular basis – to review case delivery, to share and communicate good practice and to raise cause for concern making use of (should needs arise) the local Escalation Policy.

The Safeguarding Committee have monthly meetings to share relevant information regarding children and families. Meeting minutes are taken and stored appropriately.

The DSL attends safeguarding briefings and events and cascades information to relevant staff.

## **Appendix 1 - Definitions and indicators of abuse and neglect and specific safeguarding issues**

'What to do if you are worried a child is being abused 2015' describes some of the signs that might be indicators of abuse or neglect.

**Abuse:** *a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by 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.*

Physical abuse can happen in any family, but children may be more at risk if their parents abuse drugs and/or alcohol, have mental ill health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

**Some of the following signs may be indicators of physical abuse:**

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones
- Children with unexplained bruises or cuts, burns or scalds or bite marks.

**Emotional abuse:** *the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.*

Emotional abuse 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 by a child's peers - including cyberbullying, online bullying through social networks, online games or mobile phones causing children frequently to feel frightened or in danger, or may involve 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.

Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child.

**Some of the following signs may be indicators of emotional abuse:**

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'

- Parents or carers blaming their problems on their child
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons

**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, this includes via the internet.

It is important to note that **any** adult or person in a position of power over the child can commit acts of sexual abuse, as can other children.

You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such.

A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse as well as other forms of abuse can have a long-term impact on mental health.

**Some of the following signs may be indicators of sexual abuse:**

- children who display knowledge or interest in sexual acts inappropriate to their age
- children who use sexual language or have sexual knowledge that you wouldn't expect them to
- children who ask others to behave sexually or play sexual games
- children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

**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 can occur as early as 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)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Children who are neglected often also suffer from other types of abuse.

It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify. Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Any noticed changes in the child's or family members appearance or presentation must be recorded on MyConcern to add to the bigger picture.

## Neglect Strategy 2020-2023

<https://www.hampshirescp.org.uk/toolkits/neglect/neglect-toolkit-landing-page/neglect-strategy/>

The Neglect Toolkit was commissioned by both LSCPs to support the practical application of the joint HSCP and IOWSCP Neglect Strategy, which was first published in October 2016. The new 2020-2023 publication of the Neglect Strategy, sets out the refreshed vision and key priorities of both LSCPs and provides the framework under which ongoing multi-agency work will be undertaken. The overarching aim of the strategy is to prevent and reduce the impact of neglect and to ensure the safety and wellbeing of children and young people. The updated Neglect strategy now recognises six types of neglect:

- Emotional
- Physical
- Medical
- Supervisory
- Nutritional
- Educational

Definitions and case studies can be found on the above link.

Through the Neglect strategy, local partners agree on the following principles:

- The safety and welfare of children is paramount
- Professionals and volunteers from all agencies have a statutory responsibility to safeguard children from neglect and its consequences.

Staff can find The Neglect Strategy and toolkit to refer to on MyConcern under the 'local policies' tab.

## Domestic Abuse

Domestic abuse can take many forms and can be perpetrated by both men and women. Domestic abuse can include physical, emotional, mental, sexual or financial abuse as well as stalking and harassment. Each situation is unique. Domestic abuse can occur during or after a relationship has ended.

**Physical abuse** can take many forms from a push or shove to a punch, use of weapons, choking or strangulation. The abuse might also be happening to other people in the household, such as their children, siblings or pets.

**Sexual abuse** can include use of threats, force or intimidation to obtain sex, deliberately inflicting pain or combining sex and violence using weapons.

**Coercion, threats and intimidation** – it is important to establish the fears of the victim. In cases of Honour based abuse, there may be more than one abuser living in the home or community of the victim.

**Emotional abuse and isolation** – it may be present on its own or may have started long before physical violence began. Victims may be prevented from seeing family or friends and will often blame themselves to minimise the seriousness of emotional abuse.

**Children and pregnancy** – the presence of children can increase the risk of domestic abuse for the mother. The perpetrator may use the children to have access to the victim.

**Financial** – victims of domestic abuse may be financially controlled by their partners and financial controls may affect the safety options available to them.

**Child Sexual Exploitation (CSE)** is a form of sexual abuse where children are sexually exploited for money, power or status.

It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any young person under the age of 18, including 16 and 17 year olds who can legally consent to have sex. It may occur without the child's immediate knowledge, e.g. through others copying videos or images they have created and posted on social media.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

**Some of the following signs may be indicators of sexual exploitation:**

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education or don't take part in education

### **Other specific safeguarding issues**

Staff within the school have access to information to support them to be able to recognise and report the signs, indicators or risks of radicalisation, child sexual exploitation or female genital mutilation. Training is available via the IOWSCP website for the Isle of Wight.

### **Female genital mutilation (FGM) and Forced Marriage**

There are many different types of abuse but there are some that staff may be initially less aware of. Female Genital Mutilation (FGM) and Forced Marriage fall into this category. Professionals need to be alert to the possibility of a girl being at risk of **FGM**, or already having suffered FGM.

Indicators that a child or young person may be at risk of FGM:

- Knowing that the family belongs to a community in which FGM is practiced and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school
- The child may also talk about a special procedure/ceremony that is going to take place or a special occasion to 'become a woman'
- Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject

Indicators that FGM may already have occurred:

- Prolonged absence from school or other activities with noticeable behaviour change on return

- possibly with bladder or menstrual problems
- Difficulty walking, sitting or standing, and look uncomfortable
- Spend longer than normal in the bathroom or toilet
- May complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about

## Preventing radicalisation

*KCSiE September 2020* places duty on schools to prevent students from being drawn into terrorism according to the Counter-Terrorism and Security Act; and for schools to cooperate with local Channel Panels and the Police as appropriate.

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation. Extremism can take several forms, including Islamic extremism and far-right extremism:

It appears a decision by a young person to become involved in violent extremism:

- may begin with a search for answers to questions about identity, faith and belonging
- may be driven by the desire for ‘adventure’ and excitement
- may be driven by a desire to enhance the self-esteem of the individual
- is likely to involve identification with a charismatic individual and attraction to a group which can offer identity, social network and support
- is likely to be fueled by a sense of grievance that can be triggered by personal experiences of racism or discrimination

## The Prevent Duty

The DfE has released ‘The Prevent duty, departmental advice for schools and childcare providers, April 2019’, a copy of which can be found via the link:

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

This advice about the ‘prevent duty’ is for:

- school leaders, school staff and governing bodies in all local-authority-maintained schools, academies and free schools
- proprietors, governors and staff in all independent schools
- proprietors, managers and staff in childcare settings

The Prevent duty is the statutory duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. Our school has a duty under this Act from 1<sup>st</sup> July 2015.

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that they are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools’ and childcare providers’ wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

## Recognising Extremism - early indicators may include:

- Showing sympathy for extremist causes
- Glorifying violence
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent).

## The Serious Crime Act 2015

The Serious Crime Act 2015 introduces measures to enhance the protection of vulnerable children and others and includes the following provisions in relation to safeguarding:

- Clarifies the offence of child cruelty to make it explicit that the offence covers cruelty which causes psychological suffering or injury as well as physical harm
- Introduces a new offence of sexual communication with a child
- Brings in new provisions to tackle FGM including a duty on teachers to notify the police of known cases of FGM carried out on a girl under 18
- Criminalises patterns of repeated or continuous coercive or controlling behaviour where perpetrated against an intimate partner or family member

## Child Criminal Exploitation (CCE)

Child Criminal Exploitation identifies individuals or groups who take advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity in exchange for something the victim wants or needs. Threats of or actual violence may be used and can occur through the use of technology.

- Can affect any child (male or female) under 18 years
- Can affect any vulnerable adult over the age of 18 years
- Can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (County Lines), forced to shoplift or pick pocket or to threaten other young people.
- Can still be exploited even if the activity appears consensual
- Can involve force and/or enticement based methods of compliance and is often accompanied by violence or threats of violence
- Can be perpetrated by individuals or groups, male or females and young people or adults
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status and access to economic or other resources

## County Lines

County Lines is term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas, using dedicated mobile phone lines or other form of “deal line”.

Brighstone Primary recognise that children may be exploited to move and store drugs and money. Offenders will use coercion, intimidation, violence and weapons to ensure children and young people

comply with their requests. Children can be recruited to move drugs and money between locations and can easily be trapped by this type of exploitation as county line gangs create drug debts and can threaten serious violence and kidnap towards victims and their families if they attempt to leave the county lines network.

## **Appendix 2 - Legislation**

This policy and related guidance refers to the legislation below:

### **Education**

- The Children Act 1989 and 2004 as amended by The Children & Social Work Act 2017
- Childcare Act 2006
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 as amended by SI 2010/1919, SI 2012/1201, SI 2012/1825, SI 2012/3158
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- The Education (Non-Maintained Special Schools) (England) Regulations 2011 as amended by SI 2015/387
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Children and Families Act 2014
- The Education (Independent School Standards) Regulations 2014

### **Police**

- Police Act 1997
- The Police Act 1997 (Criminal Records) Regulations 2002, as amended
- The Police Act 1997 (Criminal Records) (No 2) Regulations 2009, as amended
- The Sexual Offences Act 2003
- Serious Crime Act 2015

### **Other**

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018

### **Appendix 3 - Allegations against adults – Guidance Summary Process**

If you become aware that a member of staff/volunteer may have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that may pose a risk of harm to a child

Where a young person discloses abuse or neglect:

- Listen, take their allegation seriously, reassure that you will take action to keep them safe
- Inform them of what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report immediately to Headteacher (a member of the SLT in their absence)

Any concern or allegation against the Headteacher must be reported to the Chair of Governors

Unless there is a clear evidence to prove that the allegation is incorrect, the Headteacher MUST:

Report the allegation within one working day to the Designated Officer for Allegations (LADO)

Tel: **01962 876364** [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk) and/or Hampshire Children's Services: 0300 3000 901

The LADO will:

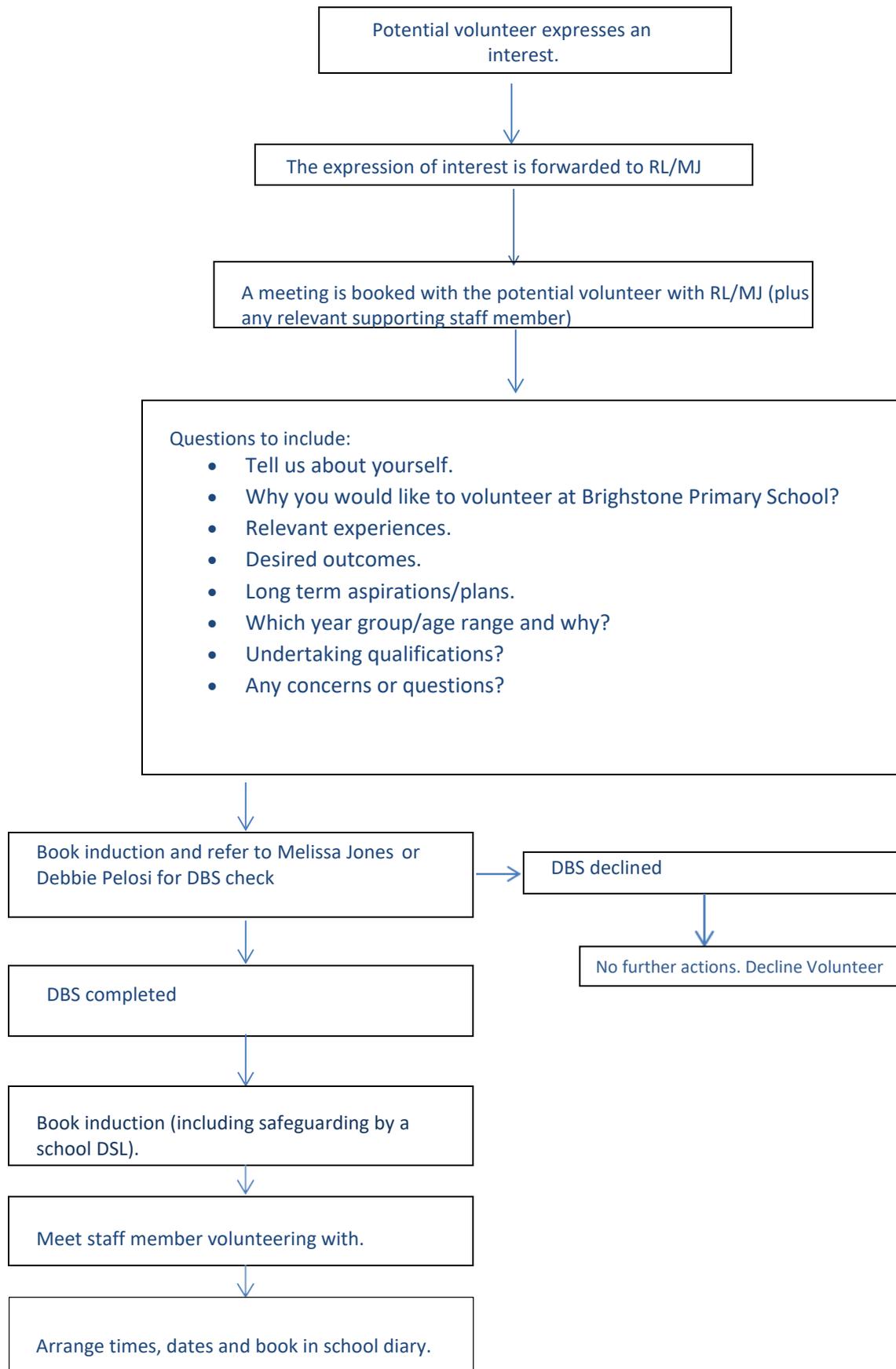
- Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
- Decide on the course of action – usually straight away, sometimes after further consultation.

If the allegation threshold is NOT met, the Designated Officer will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).

If the allegation threshold is met, a strategy meeting will normally be held either by phone or in person. Normally a senior manager, DSL, the LADO, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

The above summary is intended as a brief guide – for a more detailed guide refer to the IOWSCP Allegations Management Policy at <http://www.iowscp.org.uk/managing-allegations-against-staff>

**APPENDIX 4 - BRIGHSTONE PRIMARY SCHOOL - VOLUNTEER INTO SCHOOL PROCESS**



# Safeguarding at Brighstone CE Primary School

## Safeguarding is everyone's responsibility:

- ◆ If you have any concerns please report it immediately to one of our DSL's (Below)
- ◆ Record as much detail as possible, as soon as possible on 'Myconcern'
- ◆ Remember - No concern is too small as it all adds to the bigger picture

## Definition of Safeguarding:

- ◆ *Protecting children and young people from maltreatment*
- ◆ *Preventing impairment of children's health or development*
- ◆ *Ensuring that children grow up in circumstances consistent with the provision of safe effective care.*
- ◆ *Take action to enable all children to have the best outcomes.*



Designated safeguarding Lead (DSL)  
Mrs Melissa Jones



Deputy DSL  
Mrs Rebecca Lennon



Deputy DSL  
Mrs Lucy Aram

Anyone with a concern about a child can make a direct referral to any of the following:

Multi Agency Safeguarding Hub (Mash): 0300 300 0117

Local Authority Designated Officer (LADO), Amanda Sheen: 01983 823723

Or the Police on 999 or 101