

# Safeguarding Policy

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## 1. STATEMENT OF INTENT

*Mayfield Preparatory School recognises its responsibilities for child protection. The school is committed to acting in the best interests of the child. Our policy applies to all staff, governors and volunteers working in the school. This policy applies to all pupils at Mayfield Preparatory School, including all pupils in the Early Years Foundation Stage. This policy is available for parents on the school website and as a hard copy from the school office on request.*

The safety and welfare of our pupils at Mayfield Preparatory School is our highest priority. Safeguarding and promoting the welfare of children is defined as:

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 professionals 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.

Safeguarding and promoting the welfare of children is:-

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18.

School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.

All school staff have a responsibility to provide a safe environment in which children can learn.

Each school should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

All school staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges

at any point in a child's life, from the foundation years through to the teenage years.

Any staff member who has a concern about a child's welfare should follow the referral processes set out in appendix 1. Staff may be required to support social workers and other agencies following any referral.

The Teachers' Standards 2012 state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties

*Keeping Children Safe in Education* (September 2018) (KCSIE)

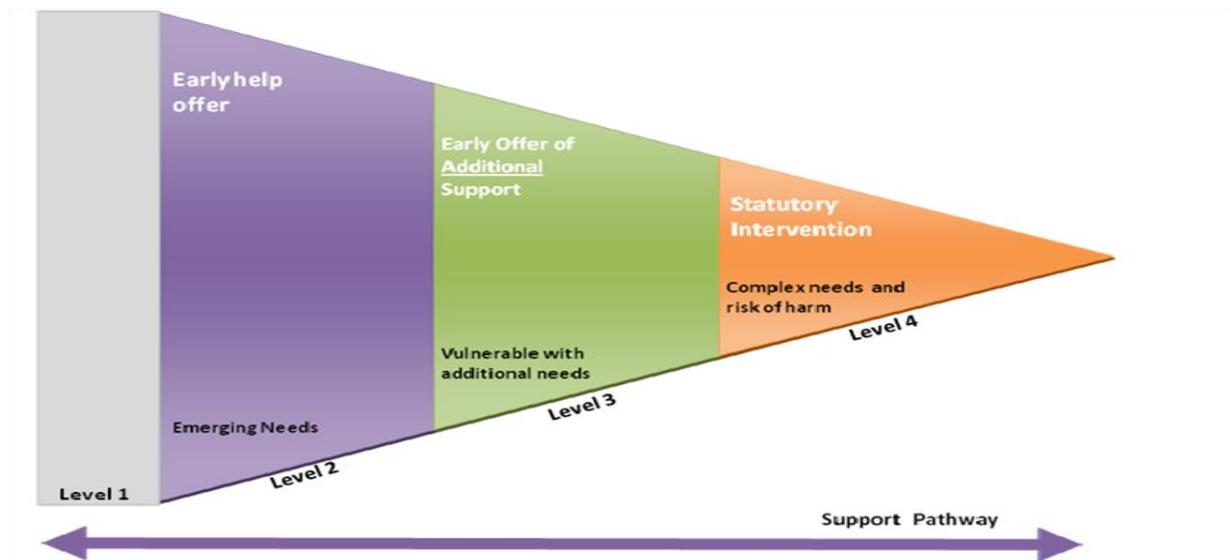


## 2. PROCEDURES FOR DEALING WITH AND REFERRING CONCERNS ABOUT CHILDREN IN NEED AND/OR AT RISK

All staff and volunteers should be aware of the referral pathway in Walsall including single and multi agency Early Help offers as defined in Walsall Safeguarding Children Boards Threshold guidance ([www.wlscb.org.uk](http://www.wlscb.org.uk) <http://www.wlscb.org.uk/wp-content/uploads/WSCB-Multi-agency-guidance-for-thresholds-PDF-216KB.pdf> )

If staff have **any concerns** about a child's welfare, they should act on them immediately. Many children are vulnerable in various ways and this is not always as a result of actions by parents/carers. Children can be deemed to be vulnerable in many ways as defined later in this section.

The Walsall Pathway for levels of concern is defined below:-



Options will therefore include:

- managing any support for the child internally via our school own pastoral support processes or
- an early help assessment or
- a referral for statutory services, for example as the child might be in need, in need or suffering or likely to suffer harm.



All school staff should be prepared to identify children who may benefit from early help (levels 2 and 3) in addition to identifying risks of significant harm (level 4).

### Early Help

If early help is appropriate, our designated safeguarding lead (or deputy) will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead professional. Any such cases should be kept under constant review and consideration given to a referral to children's social care for assessment for statutory services, if the child's situation does not appear to be improving or is getting worse.

### Child in Need

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989.

### Children suffering or likely to suffer significant harm

Local authorities, with the help of other organisations as appropriate, have a duty to make enquires under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment, including all forms of abuse and neglect, female genital mutilation or other so-called honour based violence, and extra-familial threats like radicalisation and sexual exploitation.

## The role of the Local Authority

The local authority will make a decision, within one working day of a referral being made, about the type of response that is required and should let the referrer know the outcome, the referrer should follow up if this information is not forthcoming.

If, after a referral, the child's situation does not appear to be improving, our school will consider following local escalation procedures to ensure our concerns have been addressed and, most importantly, that the child's situation improves.

When our staff members have any **concerns** about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there must be a conversation with the designated safeguarding lead to agree a course of action.

Where there is a safeguarding concern our school will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place for children to express their views and give feedback.

## PROCEDURES FOR STAFF

Any member of staff who has suspicions that a child is being abused should inform Emma Hawthorne (Assistant Head) as Designated Safeguarding Lead (DSL) with status and authority for child protection matters and with responsibility for liaising with the relevant local agencies. In case of the DSL's absence, inform Katie Inkster (Deputy Head) as Deputy DSL or Bev Higgins (Head of Early Years Foundation Stage), as DSL for EYFS. Normal referral processes also apply when there are concerns that children are at risk of being drawn into terrorism. The responsibility of making decisions about referrals is with the school's designated safeguarding lead. However, anyone can make a referral, if necessary. It is important that children receive the right help at the right time to address risks and prevent issues escalating. It is also important to act on and refer the early signs of abuse, neglect, peer-on-peer abuse, radicalisation and any other concerns, keep clear records, listen to views of the child, reassess concerns when situations do not improve, share information quickly and challenge inaction. If a pupil speaks to a member of staff about the fact that either he/she, or a pupil known to them, is being bullied, harassed and abused, the member of staff should listen carefully to the child and follow these procedures:

## RESPONDING TO A CONCERN – THE “6 R’s RESPONSE”

Receive

Reassure

React

Record

Refer

Reflect

### RECEIVE

- If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.
- Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.
- Listen carefully to the child. Do not stop a child who is freely recalling information.
- Where a child is visibly upset or has an obvious injury, it is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

### REASSURE

- Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.
- If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

### REACT

- If you need to clarify information ask open-ended questions e.g. *“Is there anything you'd like to tell me?”*, *“Can you explain to me...”*, *“Can you describe to me...”*
- **Never** ask leading or suggestive questions e.g. *‘Did he/she do anything that they shouldn't have done?’*
- **Never** ask 'accusing' questions e.g. *“Why didn't you tell someone earlier?”*
- **Never** criticise the alleged perpetrator, it may be someone that they will continue to live with.
- **Never** ask the pupil to repeat their disclosure for any other member of staff, it is your responsibility to share the information
- These four factors may compromise enquiries that need to be made later by children's social care or Police.

## RECORD

- Make notes as soon as possible afterwards using the words that the child has used.
- Do not record your assumptions and interpretations, just what you heard and saw.
- Do not destroy original notes even if you later write things up more neatly and fully.
- Record the date, time and place of the disclosure.
- Sign any written records and identify your position in the school setting.
- Do not ask a child to write an account or sign any of your documentation as this may compromise enquiries that may be made later by children's social care or Police

## REFER

Immediately inform the Designated Safeguarding Lead for child protection (Emma Hawthorne) or in her absence the Deputy Designated Safeguarding Lead for child protection (Katie Inkster or Bev Higgins) who will be responsible for following the appropriate procedures. In the absence of anyone being available in school, contact the Local Authority

## REFLECT

Ask yourself if you have done everything you can within your role.

Refer any remaining concerns to the designated teacher, e.g. any knowledge of siblings in the school, or previous contact with parents.

Dealing with disclosures can be difficult and disturbing; you should seek support for yourself via the support within your school or an alternative source but be aware of principles of confidentiality

## CONFIDENTIALITY

A pupil who is insistent upon confidentiality should be referred to an external source, such as ChildLine (details are given later in this Policy), which is displayed on notices around the school and the member of staff should terminate the conversation at that point. The adult should provide the DSL with a written account of what has transpired as a matter of urgency. Whatever the nature of your concerns, discuss them with your DSL. If you still have concerns, you or your DSL should refer to the LSCB for further advice.

## PROCEDURES FOR THE DESIGNATED SAFEGUARDING LEAD (DSL)

Upon receiving a report of abuse, the DSL will:

- Listen to the child and limit any questioning to the minimum necessary to seek clarification only, strictly avoiding 'leading' the pupil or adult who has approached them by making suggestions or asking questions that introduce their own ideas about what may have happened.
- Tell the informing pupil or adults that they will now make sure that appropriate people are contacted to follow the problem up. Explain that confidentiality cannot be promised.
- Take any steps needed to protect any pupil involved from risk of immediate harm.
- If it is an allegation of abuse by a member of staff or volunteer, the DSL should follow the school's 'procedures when a member of staff faces allegations of abuse' detailed later in this policy.
- Otherwise, contact the WSCB MASH straight away, on 0300 555 2866. [In situations where the child resides in another local authority, contact the WSCB MASH and seek guidance on whether to contact directly the team for the area in which the child resides – see for contact details of neighbouring Local Authorities].

### EARLY HELP OR HAS SUFFERED, OR AT RISK OF SUFFERING, SERIOUS HARM

In discussion with the MASH it will be determined whether the child may be in need of additional support from one or more agencies or whether the child has suffered or is at risk of suffering serious harm. In the former case, the LSCB will make arrangements for an Early Help Assessment involving one or more agencies, the pupil and parents. In the latter case, a referral will be made to the relevant department, for which parental consent is not required, and the procedure is outlined below.

#### Making a referral when there are reasonable grounds to believe that a child has suffered, or is at risk of suffering, serious harm

Guidance from the Walsall MASH states, you will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 24hrs. This should be done on a Multi Agency Referral Form (MARF). This can be downloaded from

the WSCB website [www.wlscb.org.uk](http://www.wlscb.org.uk) under Child Protection Procedures. It is also available on the staff intranet.

- Follow advice given regarding
  - medical examination or treatment for the pupil (Follow CP procedures/ medicals completed within Section 47 enquiries)
  - immediate protection that may be needed for the pupil
  - informing other people of the School (including any other members of staff) of the investigation
- Inform the pupil or adult who made the initial report of what the next steps are to be, having agreed these with the LSCB.
- Take any necessary steps for the longer term protection and support of the pupil
- Ensure that any pupil being interviewed by the police has available a supportive member of staff of their own choice to accompany them if they so wish.
- Notify any relevant agencies, eg DBS, DfE or OFSTED (if the pupil is in the Early Years Foundation Stage) of any report that is being investigated by the LSCB and/or police.
- Ensure co-operation by the school in any subsequent investigation by the LSCB or police.
- Co-operate with arrangements where feasible for any pupil who has been the subject of abuse to receive any necessary continuing counselling and support by agreement the LSCB.

## DATA SHARING

Mayfield has a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies. Members of staff who receive information about pupils and their families in the course of their work should share that information only within appropriate professional contexts. Child protection records are kept securely locked.

## LOCAL SAFEGUARDING CHILDREN'S BOARD AND SAFEGUARDING PARTNERS

The Local Safeguarding Children Board (LSCB) is the Walsall Safeguarding Children's Board (WSCB). To report suspected child abuse, contact the WSCB Multi Agency Safeguarding Hub (MASH) on 0300 555 2866 (weekdays 8.45am – 5.15pm) and 0300 555 2922 or 0300 555 2836 (evenings, weekends or bank holidays). For support and advice about extremism, the Local Authority Prevent lead is Niall Markham ([Niall.Markham@walsall.gov.uk](mailto:Niall.Markham@walsall.gov.uk)), the local police force 0845 113 5000, the non-emergency police number 101 and the DfE

dedicated telephone helpline and mailbox for non-emergency advice for staff and governors: 020 7340 7264 and [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk).

## REFERENCES TO UP-TO-DATE KEY STATUTORY GUIDANCE

The school will operate in line with guidance set out by the Walsall Safeguarding Children Board (WSCB) and will give due regard to the Government Guidance Documents:

- Keeping Children Safe in Education (September 2018) (KCSIE)
- KCSIE incorporates the additional statutory guidance, Disqualification under the Childcare Act 2006 (September 2018)
- KCSIE also refers to the non-statutory advice for practitioners: What to do if you're worried a child is being abused (March 2015)
- Working Together to Safeguard Children (September 2018) (WT)
- WT refers to the non-statutory but important advice: Information sharing (2018)
- Prevent Duty Guidance: for England and Wales (July 2015) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note:
- The Prevent duty: Departmental advice for schools and childminders (June 2015)
- The use of social media for on-line radicalisation (July 2015)

WT – National transition arrangements 2018 / 19. The school acknowledges that Local Authority Areas must begin to transition from LSCBs to Safeguarding Partner and child death review arrangements from June 2018 with transition being completed by 29<sup>th</sup> September 2019. The school will engage with local processes and work constructively to support transition arrangements where requested.

## DEFINITIONS OF ABUSE AND NEGLECT

ABUSE: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All our staff, especially the designated safeguarding lead (or deputy) will be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

<https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>

All staff are aware of safeguarding issues and aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

PHYSICAL ABUSE: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape;
- Bruises that carry an imprint, such as a hand or a belt;
- Bite marks;
- Round burn marks;
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given;
- Changing or different accounts of how an injury occurred;
- Bald patches;
- Symptoms of drug or alcohol intoxication or poisoning;
- Unaccountable covering of limbs, even in hot weather;
- Fear of going home or parents being contacted;
- Fear of medical help;
- Fear of changing for PE;

- Inexplicable fear of adults or over-compliance;
- Violence or aggression towards others including bullying; or
- Isolation from peers

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 from 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.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly;
- Over-reaction to mistakes;
- Delayed physical, mental or emotional development;
- Sudden speech or sensory disorders;
- Inappropriate emotional responses, fantasies;
- Neurotic behaviour: rocking, banging head, regression, tics and twitches;
- Self harming, drug or solvent abuse;
- Fear of parents being contacted;
- Running away;
- Compulsive stealing;
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communication suddenly (known as "traumatic mutism") can indicate maltreatment.

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.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge;
- Anal or vaginal discharge, soreness or scratching;
- Reluctance to go home;
- Inability to concentrate, tiredness;
- Refusal to communicate;
- Thrush, persistent complaints of stomach disorders or pains;
- Eating disorders, for example anorexia nervosa and bulimia;
- Attention seeking behaviour, self-mutilation, substance abuse;
- Aggressive behaviour including sexual harassment or molestation;
- Unusual compliance;
- Regressive behaviour, enuresis, soiling;
- Frequent or open masturbation, touching others inappropriately;
- Depression, withdrawal, isolation from peer group;
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

**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 caregivers); or
- ensure access to appropriate medical care or treatment.

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

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger;
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately clad for the weather;
- Poor school attendance or often late for school;
- Poor concentration;
- Affection or attention seeking behaviour;
- Illnesses or injuries that are left untreated;
- Failure to achieve developmental milestones, for example growth, weight;
- Failure to develop intellectually or socially;
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
- The child is regularly not collected or received from school; or
- The child is left at home alone or with inappropriate carers

#### CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- being vulnerable to peer-on-peer abuse;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- Poor toileting arrangements;
- Lack of stimulation;
- Unjustified and/or excessive use of restraint;

- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child's means of communication;
- Ill-fitting equipment. for example callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

## FURTHER SAFEGUARDING ARRANGEMENTS

All staff will have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

Annex A Keeping Children Safe in Education Sept 2018 will be read and understood by all staff/volunteers outlining risk as below:-

### CHILDREN AND THE COURT SYSTEM

Children are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children.

We will recognise these vulnerabilities and offer early help where necessary for the children, young people and their families to safeguard emotional wellbeing; we will access resources as defined in Keeping Children Safe in Education Sept 2018,

### CHILDREN MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect.

Our staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the

risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Our school has in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. Where reasonably possible we will hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give us additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

Our school will inform the local authority of any pupil who is going to be deleted from the admission register where they:

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

All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

Our school will inform the local authority 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, at such intervals as are agreed between the school and the local authority.

#### CHILDREN WITH FAMILY MEMBERS IN PRISON

These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. We will work with the children and their families as much as possible to mitigate the harm by offering early help and emotional wellbeing support where necessary and recognise additional risks such as witnessing arrests, trauma of prison visits, concerns regarding an offenders release and return home.

### CHILD SEXUAL EXPLOITATION

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

- can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including

gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Some of the following signs may be indicators of child 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; and
- children who regularly miss school or education or do not take part in education.

Our school refers to Walsall Safeguarding Children Board procedures to consider completion of the screening tool and/or NWG risk assessment.  
[www.wlscb.org.uk](http://www.wlscb.org.uk)

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

The Principal Exploitation Reduction Officer in Walsall is Sue Whitmore  
07824 125336 [sue.whitmore@walsall.gov.uk](mailto:sue.whitmore@walsall.gov.uk)

#### CHILD CRIMINAL EXPLOITATION: COUNTY LINES

Our staff/volunteers are aware that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines 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, market and seaside towns.

We are aware:-

- missing episodes may be an indicator
- can affect any child or young person (male or female) under the age of 18 years;
  - can affect any vulnerable adult over the age of 18 years;

- can still be exploitation 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, males or females, and young people or adults; and
- 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.

Any concerns will be referred to Childrens Services and support will also be sought from:-

Principal Exploitation Reduction Officer, Sue Whitmore 07824 125336  
[sue.whitmore@walsall.gov.uk](mailto:sue.whitmore@walsall.gov.uk)

#### CHILDHOOD MENTAL HEALTH

All our staff and volunteers are aware that mental illness and suicidal thoughts can affect anyone, of any age, of any background, at any time. Like with physical illnesses, people don't choose to have a mental health problem.

It can be difficult to know if a child is suffering as they often keep it to themselves but we know some characteristics for childhood mental *may* be:-

- Becoming withdrawn from family and friends
- Persistent low moods and unhappiness
- Tearfulness and irritability
- Worries that stop them carrying out day to day tasks
- Sudden outbursts of anger directed towards others or themselves
- Loss of interest in activities that they used to enjoy
- Problems eating or sleeping

Any member of staff or volunteer who suspects a child or young person is suffering mental health will record, consult and share their concerns with the Designated Safeguarding Lead (or their deputies).

In our school we offer additional support by (PLEASE ADD HERE ANY ADDITIONAL SUPPORT YOU PURCHASE/NURTURE GROUPS ETC)

Further advice can be found via [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508847/Mental Health and Behaviour - advice for Schools 160316.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf)

### DOMESTIC ABUSE

Our staff/volunteers understand that exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. .

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

#### Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

#### Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Further information can be accessed via:-

<https://www.gov.uk/guidance/domestic-violence-and-abuse>

NSPCC- UK domestic-abuse signs symptoms effects

Refuge what is domestic violence/effects of domestic violence on children

Safelives: young people and domestic abuse

#### EXTENDED SCHOOL AND OFF SITE ARRANGEMENTS

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply. If other organisations provide services or activities on our site the school will undertake checks to ensure that they provide adequate safeguarding arrangements.

When pupils attend off-site activities, including day and residential visits and work related activities, the school will ensure that the proprietors of the activity/venue operate safe practices to maintain the safety of our children/young people and liaise with investigating agencies in the locality relevant to where the concern has taken place.

#### HOMELESSNESS

Our staff/volunteers understand that being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Our designated safeguarding lead (and deputies) are aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. We understand that a referral into children's social care where a child has been harmed or is at risk of harm may still be made to Childrens Services.

We are aware that indicators may be:-

- household debt
- rent arrears
- domestic abuse
- anti-social behaviour
- the family being asked to leave a property

We recognise in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a level of intervention and support.

Further explanation is found at Homeless Reduction Act Factsheets  
<https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets>

## HONOUR BASED ABUSE

So-called 'honour-based' abuse encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. Our staff/volunteers understand that abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators.

If our staff/volunteers have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they will speak to our designated safeguarding lead (or deputies). We understand that if FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach as below.

- Female Genital Mutilation

The definition of Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

We know that where a teacher (including HLTA's and cover supervisors) discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police. We know teachers (including HLTA's and cover supervisors) must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless our teachers (including HLTA's and cover supervisors) have good reason not to, they will still consider and discuss any such case with our schools designated safeguarding lead (or deputies) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where teachers (including HLTA's and cover supervisors) do not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers (including HLTA's and cover supervisors) will follow our safeguarding procedures and those set out in Walsall's procedures.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)

- Forced Marriage



A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. We can play an important role in safeguarding children from forced marriage, our staff have been briefed on the indicators of possible forced marriage and honour based violence and will refer any concerns to the Designated Safeguarding Lead immediately

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322310/HMG\\_Statutory\\_Guidance\\_publication\\_180614\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322310/HMG_Statutory_Guidance_publication_180614_Final.pdf)

### PREVENTING RADICALISATION

Our staff/volunteers are aware that children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is part of our schools safeguarding approach.

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty").

We are aware of the signs and symptoms of a young person being at risk of becoming radicalised:-

- spending increasing time in the company of other suspected extremists;
- changing their style of dress or personal appearance to accord with the group;
- their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
- attempts to recruit others to the group/cause/ideology;

- communications with others that suggest identification with a group/cause/ideology.

The examples above are not exhaustive and vulnerability may manifest itself in other ways.

We value freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However we know that freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

Our school governors, the Head Teacher/Principal, Single Point of Contact and the Designated Safeguarding Lead will assess the level of risk within our school and put actions in place to reduce that risk. We have risk assessments that include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

The broader responsibilities for our *school/college* are defined within the Walsall Radicalisation and Extremism guidance September 2015.

### Channel

Our school's Designated Safeguarding Lead (and any deputies) are aware of local procedures for making a Channel referral. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

<https://www.gov.uk/government/publications/channel-guidance>

Our school refers to Educate Against Hate, a website launched by the Her Majesty's Government has been developed to support and equip school and college leaders, teachers, and parents with information, tools and resources (including on the promotion of fundamental British values) to help recognise and address extremism and radicalisation in young people.

If a member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they will speak with the SPOC and to the Designated Safeguarding Lead (if this is not the same person).

Niall Markham is Walsall's Prevent Education Officer & Prevent Coordinator.  
[Niall.markham@walsall.gov.uk](mailto:Niall.markham@walsall.gov.uk)

01922 654499

07766 160646

#### PRIVATE FOSTERING ARRANGEMENTS

Our staff are aware that a private fostering arrangement is essentially one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family, such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child.

It is the duty of local authorities to satisfy themselves that the welfare of children who are, or will be, privately fostered within their area is being, or will be, satisfactorily safeguarded and promoted, but our responsibility to be aware and refer children who may be privately fostered.

If our school makes arrangements for children to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related then we will

consider whether the arrangement where children stay with UK families could amount to “private fostering”

All staff in our school will inform the Designated Safeguarding Lead (or their deputies) of any children that fall into the category of private fostering.

### REASONABLE FORCE

There are circumstances when it is appropriate for our staff to use reasonable force to safeguard children and young people. The term ‘reasonable force’ covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. ‘Reasonable’ in these circumstances means ‘using no more force than is needed’. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of the classroom.

When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions we will consider the risks carefully recognise the additional vulnerability of these children.

Our procedures are clear that any member of staff who uses reasonable force completes a report immediately and share the report with the Designated Safeguarding Lead (or their deputies) to ensure that:-

- The child was not harmed
- That first aid has been considered
- That the parents/carers of the child or young person have been informed
- That reasonable force was the best and most proportionate response to the situation

Further information

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

## YOUNG CARERS

We understand that a young carer is someone aged 18 or under who helps look after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem.

Most young carers look after one of their parents or care for a brother or sister. They do extra jobs in and around the home, such as cooking, cleaning, or helping someone to get dressed and move around.

Some children give a lot of physical help to a brother or sister who is disabled or ill. Along with doing things to help your brother or sister, you may also be giving emotional support to both your sibling and your parents.

We know that some of the risks associated with being a young carer are risk of truancy, under-achievement, isolation, mental and physical ill health, poverty and stress.

We will follow our safeguarding and child protection procedures if we are concerned and complete the Young Carers screening and assessing tool using our local procedures; found at <http://www.mywalsall.org/walsallearlyhelp/providers-youngcarers/>

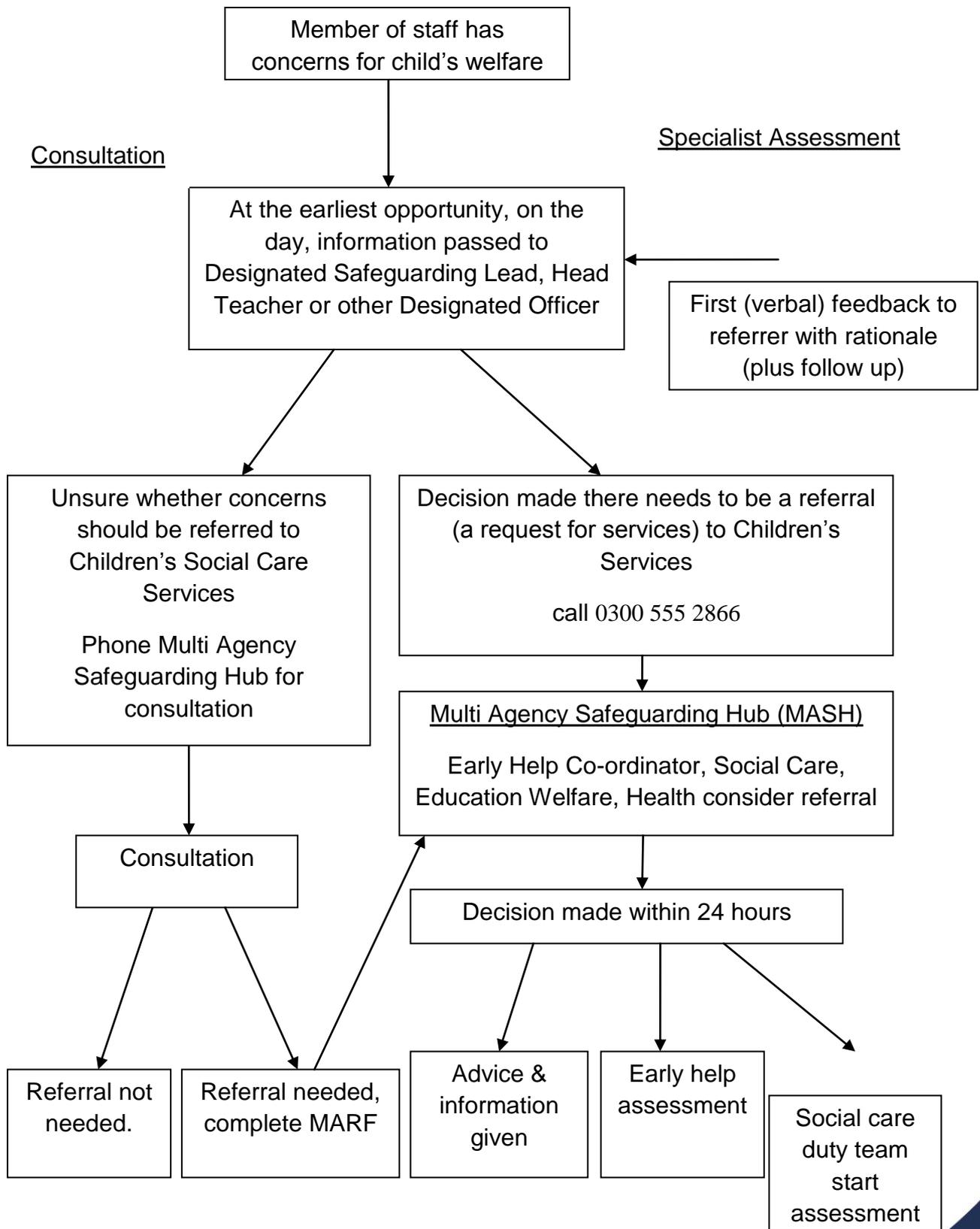
## ONE-TO-ONE TEACHING

When pupils are engaged in one-to-one tuition, for example in music, performing arts or sports coaching, the school and the teaching staff involved ensure that either the classroom door is open or a classroom is used with a window on the door and with regular traffic of people walking past, so that the one-to-one teaching is being monitored and that the school's safeguarding procedures are being followed. The school will have regard to the helpful guidance from the NSPCC:

<https://www.nspcc.org.uk/preventing-abuse/safeguarding-in-the-performing-arts/>

What to do if you have concerns that a child is being abused

Multi Agency Safeguarding Hub (MASH) in Walsall



### 3. ARRANGEMENTS FOR DEALING WITH ALLEGATIONS OF PEER ON PEER ABUSE

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 (see further information below)
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

#### Our procedures for dealing with abuse by one or more pupils against another pupil

Procedures are in place to minimise the risk of peer on peer abuse. Steps are taken to ensure a high level of supervision in class, around the school, at playtimes, on trips and during sports, music and drama events. Our curriculum endorses peer on peer abuse is not acceptable through assemblies, PSHE, E-safety in ICT, Current Affairs, Science, English and Humanities and our actions are supported by associated safeguarding policy and procedures in our school (Anti Bullying, Behaviour, Discipline, E-Safety, Acceptable Use and broader child protection procedures).

Our staff will record and report all allegations of peer on peer abuse to our designated safeguarding lead (or deputies) and ensure the best action is taken to safeguard children and young people in our school.

Staff are aware that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up". Staff are aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk. It is important that all victims are taken seriously and offered appropriate support.

Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment. We ensure that the needs of children and young people who abuse others will be considered

separately from the needs of their victims. All victims will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting abuse. Nor will a victim ever be made to feel ashamed for making a report. We will complete a risk assessment to mitigate further abuse both towards the victim and the perpetrator.

The threshold for dealing with an issue of pupil behaviour or bullying under the safeguarding policy is subject to local specifics 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 local agencies. In the event of disclosures about pupil-on-pupil abuse all children involved, whether perpetrator or victim, are treated as being 'at risk'.

### PEER ON PEER ABUSE - SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN IN SCHOOLS AND COLLEGES

In December 2017 the DfE released advice (as above) for schools and colleges on how to prevent and respond to reports of sexual violence and harassment between children. Our staff and volunteers understand the guidance and our schools responses to such abuse, and that children can abuse their peers in this way.

We understand that sexual violence and sexual harassment can occur between two children of any age and sex, and it can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Any child experiencing this will find it stressful and distressing. This will, in all likelihood, adversely affect their educational attainment.

Our staff are aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

Sexual violence can include rape, assault by penetration and sexual assault and that it is important that children and young people are familiar with issues of consent. Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Sexual harassment means 'unwanted conduct of a sexual nature' that can occur online and offline. Child on child sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
- sexual "jokes" or taunting
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. (this may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, including, on social media and sexual exploitation; coercion and threats.

#### Our procedures

- If our staff have a concern about a child or a child makes a report to them, they will record and report to the designated safeguarding lead (or their deputies). All staff are trained to manage a report of child on child sexual violence and sexual harassment.
- All victims will be reassured that they are being taken seriously and that they will be supported and kept safe.
- A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report.



- We will complete a risk assessment to mitigate further abuse both towards the victim and the perpetrator.
- We will contact the police if we believe a crime has been committed
- We will follow our safeguarding and child protection procedures and either manage internally, offer early help or refer to Children's Services

### PEER ON PEER ABUSE – SEXTING (ALSO KNOWN AS YOUTH PRODUCED SEXUAL IMAGERY)

Sexting is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery' ('Sexting' does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police).

#### Our procedures for dealing with the concerns are:-

- We will never view, download or share the imagery, or ask a child to share or download – this is illegal.
- If we have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), we will report this to the Designated Safeguarding Lead (or their deputies).
- We will not delete the imagery or ask the young person to delete it.
- We will not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the Designated Safeguarding Lead and/or our statutory partners.
- We will not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers unless advised by the Designated Safeguarding Lead and/or our statutory partners to do so.
- We will not say or do anything to blame or shame any young people involved.
- We will explain to them that you need to report it and reassure them that they will receive support and help from the Designated Safeguarding Lead.

We can access further information from:

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

## 4. PROCEDURES WHEN A MEMBER OF STAFF FACES ALLEGATIONS OF ABUSE

### INTRODUCTION

Mayfield Preparatory School is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to make sure they are safe to work with children and young people. Key staff involved in recruitment processes will undertake Safer Recruitment Training.

However, there may still be occasions when there is an allegation against a member of staff or volunteer. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances. Allegations that a member of staff has abused a pupil or pupils either inside the school premises or during a school trip or visit could be made by parents, the abused pupil, other members of staff, other pupils, the Police or Social Services, or a third party.

All allegations of abuse of children by those who work with children or care for them must be taken seriously. Each agency is required to have a Designated Senior Person who will receive all reports of allegations. The school's Designated Safeguarding Lead (DSL) is Emma Hawthorne (Assistant Head). In case of the DSL's absence, inform Katie Inkster (Deputy Head) as Deputy DSL or Bev Higgins (Head of Early Years Foundation Stage), as DSL for EYFS. If the allegation concerns the Headmaster, the person receiving the allegation should immediately inform the Chair of Governors, June Aubrook, without notifying the Headmaster first. In case of serious harm, the police should be informed from the outset.

If an allegation is made against anyone working with children in a school, all unnecessary delays should be eradicated. The school will not undertake its own investigations of allegations without prior consultation with the local authority designated officer or team of officers (LADO(s)), or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with the LADO(s) can be held informally and without naming the school or individual.

### THE FIRST RESPONSE (see flow chart on the procedures)

Mayfield Preparatory School will respond promptly and sensitively to the legitimate concerns of the victim and his or her family. We undertake to:

- Take any allegation of abuse, involving a member of staff, very seriously;
- Establish the facts before jumping to any conclusion;

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- Behaved in a way which 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 which indicates that he/she is unsuitable to work with children

The allegations may relate to the persons behaviour at work, at home or in another setting.

The Headmaster should receive reports straight away in relation to allegations against those within the school. If an allegation is reported to a DSL, not the Headmaster, then the DSL should notify the Headmaster straight away. In the absence of the Headmaster, the DSL should report the allegations to the Chair of Governors. If the Headmaster is the subject of the allegations, these should be reported straight away to the Chair of Governors, without informing the Headmaster first.

All allegations should be immediately notified to the Local Authority Designated Officer (LADO) and certainly within one working day. The LADO in Walsall is Alan Hassall (01922 654040, 07432 422205)

The LADO will discuss the allegation with the DSL, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. GDPR cannot be allowed to stand in the way of safeguarding children. Discussions should be recorded in writing, and communication with both the individual and the parents of the child/children agreed. It must be carefully considered whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place. The school will give full weight to the views of the LADO, KCSIE, WT and this policy when making a decision about suspension. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the Local Safeguarding Children Board (LSCB) and/or Police is required and/or whether disciplinary action is appropriate.

Where the safety of other children is in question as a result of the allegation, consideration should be given to invoking the Complex (Organised or

Multiple) Abuse Procedure (this can be found on the WSCB website [www.wlscb.org.uk](http://www.wlscb.org.uk) ).

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by LSCB. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the school. Consequently the LADO should be informed of all allegations that come to the employer's attention and appear to come within the scope of this procedure so that he or she can consult Police and social care colleagues as appropriate.

Where such allegations are made, consideration must be given to the following three strands:

1. The police investigation of a possible criminal offence
2. Enquiries and assessment by LSCB as to whether the child is need of protection or in need of services
3. Consideration by an employer of disciplinary action in respect of the individual

In addition, such allegations may give rise to complaints of poor practice, which should be considered in line with the school's complaints or disciplinary procedures.

## SUPPORT FOR THE PUPIL

Our priority is to safeguard the young people in our care. We will give all the support that we can to a pupil who has been abused. The DSL will consider how best to support and monitor the pupil concerned through any process of investigation, liaising closely with parents, guardians, LADO, LSCB, or other agencies involved to identify the support strategies that will be appropriate.

## CONFIDENTIALITY

The school must make every effort to maintain confidentiality and guard against unwanted publicity, even up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about an investigation or decision in a disciplinary case.

## SUSPENSION

Suspension of a member of staff is a neutral act and does not imply that any judgement has been reached about his or her conduct. Even so, it is a serious step, and we will take legal advice beforehand, and will normally only suspend a member of staff where:

- There is a serious risk of harm (or further harm) to a child who attends the school,
- The allegations are so serious as to constitute grounds for dismissal, if proven,
- The police are investigating allegations of criminal misconduct.

We recognise fully that we have a duty of care towards all of our staff, and we will always:

- Keep an open mind until a conclusion has been reached.
- Interview a member of staff before suspending him or her.
- Keep him or her informed of progress of the investigation.

Any member of staff who is invited to a meeting whose outcome is likely to result in his or her suspension, is entitled to be accompanied by a friend or Trade Union representative.

## ALTERNATIVES TO SUSPENSION

We will always consider whether an alternative to suspension might be appropriate. Possibilities include:

- Sending the member of staff on leave,
- Giving him or her non-contact duties,
- Ensuring that a second adult is always present in the classroom when he or she teaches.

## IF THE MEMBER OF STAFF RESIGNS

The resignation of a member of staff or volunteer mid-way through an investigation would not lead to the investigation being abandoned. Our policy is always to complete every investigation into allegations of child abuse.

## COMPROMISE AGREEMENTS

The policy at Mayfield Preparatory School is to follow the DfE guidance set out in "Keeping Children Safe in Education (September 2018) (KCSIE)" on the use of compromise agreements in cases of child abuse which is:

*"Compromise agreements, by which a person agrees to resign, and a school... .. agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, must not be used in these cases. In any case, such an agreement will not prevent a thorough police investigation where that is appropriate. Nor can it override the statutory duty to make a referral to List 99 [now the Barred List] where circumstances require it"*

## LENGTH OF INVESTIGATORY PROCESS

We recognise that everyone's interests are served by completing any investigatory process as swiftly as possible. Mayfield Preparatory School is a small community and we will aim to spend as little time as is compatible with fair and impartial processes on the investigatory process. We would expect almost every case to be completed within one month.

## REFERRAL TO THE DISCLOSURE AND BARRING SERVICE (DBS)

The school is committed to promptly report to the DBS any person (whether employed, contracted, a volunteer or student) whose services are no longer used and the DBS referral criteria are met.

Ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible. 'Compromise Agreements' cannot apply in this connection, or where the individual refuses to cooperate with an investigation. Reports concerning members of staff or volunteers are normally made by the Headmaster. If the Headmaster is involved, the Chair of Governors will be informed by another DSL (Emma Hawthorne, Katie Inkster or Bev Higgins) and then the report is made by the Chair of Governors.

The referral form can be downloaded from the DBS website on (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>). The school plays no part in the subsequent process of barring individuals from working with children and/or vulnerable adults. We also have a legal duty to respond to any requests from the DBS for information that we hold already, but we do not have to find it from other sources..

## REFERRAL TO THE TEACHING REGULATION AGENCY (TRA)

As an independent school we are also under a duty to consider making a referral to the Teaching Regulation Agency (TRA) where a teacher has been dismissed [or would have been dismissed had he/she not resigned] and a prohibition order may be appropriate. The reasons such an order would be considered are:

- Unacceptable professional conduct, or
- Conduct that may bring the profession into disrepute, or
- A conviction at any time for a relevant offence.

Where a referral has been made to the DBS, it may still be necessary for a referral also to be made to TRA, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration should be given to an TRA referral, particularly as the TRA is an executive agency of the DFE.

## RECORDING ALLEGATIONS OF ABUSE

We will record all allegations of abuse, and our subsequent actions, including any disciplinary actions, on an individual's file. A copy will be given to the individual and he or she will be told that in accordance with regulatory requirements, records concerning allegations of abuse will be preserved for the term of the independent enquiry into child sexual abuse and at least until the accused has reached normal pension age or for 10 years from the date of the allegation if it is longer.

## ANONYMOUS ALLEGATIONS

If we are faced with an anonymous allegation of child abuse which names both a member of staff and a child, we will handle it in exactly the same way as if we knew the identity of the person making the allegation. We will report the matter to the LADO and be guided by them in our handling of the allegation. Where the allegation names the member of staff; but not the

pupil, we will normally interview the member of staff, and ask for his or her version of events, unless the LADO has advised a different course of action. It could be appropriate to establish a mentoring or review programme for that individual, or to provide him or her with further training. A record would normally be kept.

## HANDLING UNFOUNDED OR UNSUBSTANTIATED ALLEGATIONS

### ***The Child***

A child who has been the centre of unfounded or unsubstantiated allegations of child abuse needs professional help in dealing with the aftermath. We will liaise closely with the LSCB to set up a professional programme that best meets his or her needs, which may involve the Adolescent Mental Health Services and an Educational Psychologist, as well as support from the School Counsellor. We shall be mindful of the possibility that the allegation of abuse was an act of displacement, masking abuse that is actually occurring within the child's own family and/or community.

However much support the child may need in such circumstances; we need to be sensitive to the possibility that the aftermath of an unfounded allegation of abuse may result in the irretrievable breakdown of the relationship with the teacher. In such circumstances, we may conclude that it is in the child's best interests to move to another school. We would do our best to help him/her to achieve as smooth a transition as possible, working closely with the parents or guardians.

### ***The Member of Staff***

A member of staff could be left at the end of an unfounded or unsubstantiated allegation of child abuse with severely diminished self-esteem, feeling isolated and vulnerable, all too conscious that colleagues might shun him/her on the grounds of "no smoke without fire". If issues of professional competency are involved, and though acquitted of child abuse, disciplinary issues are raised; we recognise that he or she is likely to need both professional and emotional help. We will undertake to arrange a mentoring programme in such circumstances, together with professional counselling outside the school community. A short sabbatical or period of re-training may be appropriate.

## ALLEGATION OF ABUSE OF A CHILD WHO IS NOT A PUPIL AT THE SCHOOL

If we were given information that suggested that a member of staff was abusing a child who was not a pupil at Mayfield Preparatory School, we would immediately pass such information to the Local Safeguarding Children Board (LSCB) to handle. We would then interview the member of staff and formally advise him/her of the allegations, making it clear that the school would not play any part in the investigatory process. He or she would be advised of the possibility of facing suspension, re-assignment to other duties etc in exactly the same way as if the allegation had involved a school pupil. If the allegation subsequently proved to be unfounded, he or she would be given full support by the school in resuming his/her career.

## MALICIOUS ACCUSATIONS AGAINST STAFF

Allegations that are found to have been malicious should be removed from personnel records and any that are not substantiated, are unfounded or malicious should not be referred to in employer references.

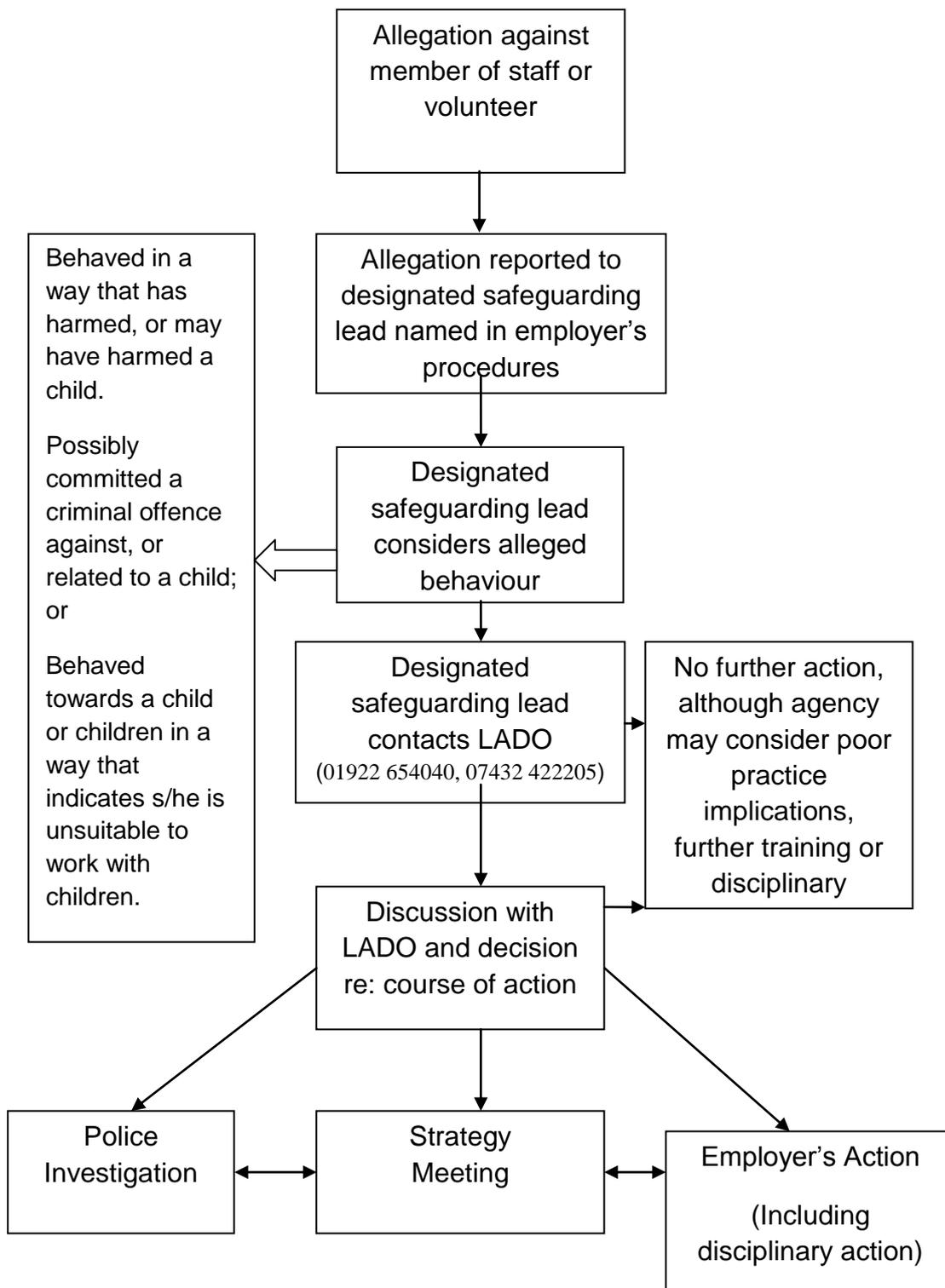
Pupils that are found to have made malicious allegations are likely to have breached the school Behaviour Policy. The school will therefore consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion or referral to the police.

## ALLEGATIONS INVOLVING THE HEADMASTER OR DESIGNATED SAFEGUARDING LEAD

The Chair of Governors should be told at once by the Assistant Head, Deputy Head, or Head of EYFS, who are also DSL of any allegation involving the Headmaster. She will immediately speak with the LADO, even for an informal chat without naming the school or the individual concerned. The Headmaster will normally be suspended for the duration of the investigatory process, and the Deputy Head will be made acting Head until the conclusion of the investigation and resolution of the issue.

The Headmaster should similarly be told at once of any allegation involving a DSL. The LADO should be contacted immediately to discuss the matter. The Chair of Governors should normally be informed on the same day, and legal advice obtained. The DSL will normally be suspended for the duration of the investigatory process.

## Managing Allegations Against Staff and Volunteers



Assessment by Children's Services e.g. s47 Child Protection Enquiry

LADO tracks progress, monitors outcomes and reports to LSCB and DfE

## 5. STAFF CODE OF CONDUCT

This code applies to all adults who work within the school in any capacity, paid or as a volunteer. Pupils are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Pupils will be watching you as you work and move around the school. They will copy you, and may talk about you to others outside of the school. We expect all adults to comply with this code of conduct at all times, within the school, or on visits on behalf of the school.

When speaking to others, members of staff will

- use a positive statement rather than a negative one so that pupils can learn what we expect of them in any situation
- use a calm tone of voice at all times, to explain something to or instruct the pupils, so that they can follow our words without feeling threatened or uncomfortable
- avoid using sarcastic words or phrases as these demean pupils and prevent them from developing high self-esteem
- demonstrate through our conversations with pupils and adults, and by our responses, that racist or sexist language and attitudes are never acceptable
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals, and to uphold the statutory requirements of working with pupils, members of staff will

- maintain confidentiality regarding other members of staff, governors, volunteers and visitors, and uphold standards both inside and outside school that will ensure that the school is not brought into disrepute
- avoid encouraging gossip about adults or pupils, and will take active steps to divert conversations away from this if we come across it
- maintain confidentiality about anything that we see or hear in the school, so that parents and pupils can trust us, and as a way of showing respect to our fellow professionals
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the pupils
- treat everyone with respect
- dress appropriately, so that we set a good example for the pupils and to show that we are here to work

- behave in a positive way despite any personal problems that we may have, especially in front of the pupils.
- ensure that all information handling is carried out in accordance with existing policy, process and procedures implemented for the protection of all information processed by Mayfield.
- maintain professionalism and confidentiality if using social networking sites, e.g. Facebook, Twitter, etc. and under no circumstances interact privately with pupils or parents using social networking sites or engage in inappropriate electronic communication with a pupil. Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and/or email using the school email ([info@mayfieldprep.co.uk](mailto:info@mayfieldprep.co.uk)) preferably with another member of staff present. Firefly is used to communicate between home and school to set homework, etc. The school monitors staff communications and parents are also responsible for monitoring Firefly communications.
- understand that it is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual.
- Ensure that where possible more than one member of staff is supervising when children are changing for sports, swimming or drama activities, etc either in the room for younger children in EYFS and Key Stage One, or nearby for older children in Key Stage Two.
- Ensure that either the classroom door is open or using a classroom with a window on the door and with regular traffic of people walking past when engaged in one-to-one tuition, music, performing arts or sports coaching
- Ensure that they are accompanied by a member of staff or responsible adult when conveying a pupil/s by car, walking, coach, minibus or train for a trip, sporting activity or to another school, etc. When conveying pupils by car, the school dashcam should also be used. Also, ensure that under no circumstances a member of staff conveys a pupil in a car on their own
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors
- follow the school's guidelines on dealing with the pupils, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain or handle pupils
- keep up to date with the guidelines for child protection, know what to do and who to report to if anything occurs



- Record any injury to a pupil on an accident form, notify the pupil's Form Teacher and notify the Head or Deputy Head in the event of a serious injury to a pupil (see *First Aid Policy*)
- maintain confidentiality about pupils, their families, home circumstances, medical conditions, work, behaviour and progress.
- Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

## Corporal Punishment

No corporal punishment of any sort will be administered or threatened to a pupil during any activity, whether or not within the school premises. This prohibition applies to all members of staff, including those who are acting *in loco parentis*, such as unpaid, volunteer supervisors. The Education and Inspections Act 2006 introduced a statutory right for school staff to use “such force as is reasonable in the circumstances” to prevent a pupil from:

- Committing an offence or engaging in conduct that could be an offence;
- Causing injury to themselves or others;
- Damaging property;
- Prejudicing good order and discipline at the school.
- This power applies where the pupil is on school premises or any other place where the pupil is in the lawful control or charge of the school staff member. This would include school trips.
- All incidents involving the use of physical intervention should be recorded in writing and reported immediately to the Designated Safeguarding Lead/Headmaster who will decide what action to take and inform the parents of the child on the same day or as soon as reasonably practicable.

### Further Guidelines for Staff Awareness

Members of staff are advised against spending excessive amounts of time alone with one pupil away from other people. Pupils should not be detained alone for disciplinary purposes. Specific attention should be given to safeguarding arrangements where children are engaged in close one-to-one teaching, particularly in specialist music, SEN, Speech and sports provision, or administering first aid. Classroom doors should be left open where possible; every classroom door also has a window for monitoring purposes.

Physical contact with pupils can cause difficulties as actions can be misconstrued. It is therefore important for staff to be aware of this in their dealings with pupils. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. (See *The Use Of Reasonable Force Guidelines*)

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort, when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Headmaster who will decide what action to take and inform the parents of the child on the same day or as soon as reasonably practicable.

During an overnight stay on a residential trip, staff should not permit a pupil into their bedroom under any circumstances.

Staff should take care if pupils go to their home for any reason. There should always be at least one other adult or child present. Permission from the Headmaster should be sought first.

Staff should exercise caution when offering a lift to a pupil; where possible other pupils or staff should also be present. Permission from the Headmaster should be sought first.

Staff are reminded that suspicions of abuse by a colleague must be passed on. The identity of the member of Staff reporting suspicions of abuse by a colleague will remain confidential. Information to be passed on to the Head Teacher or Chair of Governors. (Refer to the policy on '*Procedures when a member of staff faces allegations of abuse*' for subsequent actions).

## 6. WHISTLEBLOWING

Mayfield Preparatory School has a culture of safety and of raising concerns. The school has a culture of valuing staff and of reflective practice. There are procedures for reporting and handling concerns, provision for mediation and dispute resolution where necessary. Training and support are provided for staff. There is transparency and accountability in relation to how concerns are received and handled. In circumstances giving rise to a whistleblowing situation, staff should refer to the school's Whistleblowing Policy.

## 7. STAFF RECRUITMENT POLICY AND PROCEDURE

### Introduction

Mayfield is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's Staff Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), *Keeping Children Safe in Education* (September 2018) (KCSIE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

### Recruitment and selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications and the

School's Safeguarding Policy are available to download from the School's website and can be printed and forwarded to applicants on request.

The applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following prior to the start date of the appointment:

- where the position amounts to "regulated activity" (see section below) confirmation that the applicant is not named on the Barred List administered by the DBS\*; check that the applicant is not subject to a prohibition order issued by the Secretary of State;
- verification of the applicant's identity and address;
- verification of the applicant's right to work in the UK;
- satisfactory check of the applicant's qualifications;
  - applicant's self-declaration regarding disqualification by association;
- a check that the applicant is not on the Barred List;
  - the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
  - Satisfactory Prohibition Order Checks including prohibition from leadership and management (s128 direction) where applicants will be in management positions.
- verification of the applicant's medical fitness for the role (see section below);
  - overseas check, including EEA check, where appropriate;
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.

\*A check of the Barred List is not permitted if an individual will not be undertaking "regulated activity". Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which DBS checks are appropriate.

### Pre-employment checks

In accordance with the recommendations set out in the Guidance, and the requirements of The Education (Independent School Standards) (England) Regulations 2014 the School carries out a number of pre-employment checks in respect of all prospective employees.

### Verification of right to work in the UK, qualifications, identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the List of Valid Identity Documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

one document from Group 1; and

two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and

original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his / her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

The School asks for sight of original certificates of appropriate qualifications and retains copies to be stored safely and locked securely in the successful applicant's personnel file. The School must be satisfied with the validity and appropriateness of the applicant's qualifications for the post.

### EEA check

In accordance with Keeping Children Safe in Education (September 2018) (KCSIE), the school will check for information about any teacher sanction or restriction that has been imposed by a professional regulating authority in the European Economic Area (EEA). This check is relevant to applicants for teaching posts in England who have taught in the EEA. It is applicable to both foreign nationals and UK nationals who have taught in the EEA. The school will carry out the check using the Teacher Services system. Only restrictions imposed on or after 18 January 2016 will be displayed.

### Criminal records check

**Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.**

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions,

reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

### **For those aged 18 or over at the time of an offence**

An adult conviction will be removed from a DBS disclosure if:

11 years have elapsed since the date of conviction;

it is the person's only offence, and

it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "**specified offences**" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

### **For those aged under 18 at the time of an offence**

A conviction will removed from a DBS disclosure if:

five and a half years have elapsed since the date of conviction; and

it is the person's only offence, and

it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

### **The list of "specified offences" which must always be disclosed**

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>



The School applies for an enhanced disclosure from the DBS and a check of the Barred List in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out a check of the Barred List is to identify whether an applicant is barred from working with children by inclusion on the Barred List maintained by the DBS. Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

frequently, meaning once a week or more; or

overnight, meaning between 2am and 6am; or

satisfies the "period condition", meaning four times or more in a 30 day period; and

provides the opportunity for contact with children.

This definition will cover nearly all posts at the School. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time.

It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants must instead bring the original certificate into the School within two weeks of it being received. A convenient time and date for doing so should be arranged with the Headmaster as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Headmaster. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If there is a delay in receiving a DBS disclosure the Headmaster has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s).

[Disqualification under the Childcare Act 2006](#)

The school will not knowingly employ people if they are disqualified from working with children pursuant to the Disqualification under the Childcare Act 2006 (September 2018) and supporting Childcare (Disqualification) Regulations 2018. This rule will not only apply to employees, but also to volunteers, supply/agency staff, self-employed people (such as peripatetic music teachers or extra-curricular activity providers), staff of other organisations contracted to work at the school, governors, administrative, cleaning and maintenance staff.

The grounds for disqualification include, in summary,:

- being on the DBS Children's Barred List;
- being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- being the subject of certain other orders relating to the care of children;
- refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering;
- any offence involving death or injury to a child (even if not specifically listed in evidence).

Disqualification occurs as soon as the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children's barred list.

During the recruitment process, the applicant will be asked to make a self-declaration that they are not disqualified from working with children according to the grounds detailed above. If they are unable to make such a declaration, then the school will not offer, or will withdraw an offer, of employment.

### Prohibition Orders

The School will check that the applicant is not subject to a prohibition order issued by the Secretary of State. The check is completed using the free Employer Online service.

### Prohibition from management of independent schools directions (also known as "section 128 directions")

The school will ensure that staff appointed to management positions after 12<sup>th</sup> August 2015, are subject to a S128 direction. For staff in regulated activity, the check is done via the DBS; a s128 direction would show on a DBS barred list check. The School must include on the DBS application form, within box 61,



Position Applied for, "Child Workforce Independent School". This allows the DBS to confirm if a s128 direction has been made.

The following staff are considered to be in management positions for the purpose of this check:

- Headteachers;
- All staff on the senior leadership team (including non-teaching staff);
- Teaching positions with departmental headship; and

The school will also ensure that governors appointed after the 12<sup>th</sup> August 2015 are subject to checks relating to prohibition from leadership and management. These checks will be done via the DBS or where this is not appropriate, via Secure Access. From September 2018, the school will extend the S128 direction so that it applies to persons appointed both externally and internally.

### Overseas Checks

Where an applicant has lived overseas for three months or more in the last 5 years, if disclosure is not considered sufficient to establish suitability to work in a school (because it would not cover offences committed abroad, but only those on the Police National Computer,) the school will obtain whatever evidence of checking is available from the applicant's country of origin (or any other countries in which he or she has lived.) Applicants who are UK Nationals returning after working in a foreign country will be asked to obtain a certificate of good conduct or equivalent from the country in question. Extra references will be requested from countries which do not provide criminal record checks.

### Medical fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School. Each applicant must declare their medical fitness for the post on the application form, which is duly signed.

The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010, that employers may only ask health-related questions of applicants before the appointment is offered if the questions are specifically related to an intrinsic function of the work. The school may decide to ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the post applied for. Any further medical information required should be sought with the person's permission. No job offer will be withdrawn without first consulting with the applicant, obtaining

medical evidence, considering reasonable adjustments and suitable alternative employment.

## References

References will usually be taken up on short listed candidates prior to interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness and disciplinary record;

whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious; and

whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

## Contractors and agency staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School

requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency in accordance with section above.

### Visiting Speakers

Following Prevent guidelines, background checks will be made on visiting speakers, which include ID checks, references from present or past employers, and criminal records check if provided by the individual or their employer. Visiting Speakers will also be directly supervised by a member of staff at all times when they are in contact with school pupils.

### Policy on recruitment of ex-offenders

#### Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar him / her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (see paragraph above). A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and / or the DBS if:

it receives an application from a barred person;

it is provided with false information in, or in support of an applicant's application; or

it has serious concerns about an applicant's suitability to work with children.

### Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

whether the conviction or other matter revealed is relevant to the position in question;

the seriousness of any offence or other matter revealed;

the length of time since the offence or other matter occurred;

whether the applicant has a pattern of offending behaviour or other relevant matters;

whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and

the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or

serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

### Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he / she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

#### Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, but is under no obligation to do so.

In particular, the School will:

store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;

not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;

ensure that any disclosure information is destroyed by suitably secure means such as shredding; and

prohibit the photocopying or scanning of any disclosure information.

#### Retention of records

If an applicant is appointed, the School will retain any relevant information provided on his / her application form (together with any attachments) on his / her personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

#### Queries

If an applicant has any queries on how to complete the application form or any other matter he / she should contact the Headmaster.



## List of Valid Identity Documents

### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (Full or provisional) (UK/Isle of Man /Channel Islands;

Photo card with the associated counterpart licence; except Jersey)

- Birth Certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth);

Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

### Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- Birth Certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office/ relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\*
- Bank/Building Society Statement (UK and Channel Islands or EEA)\*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\*
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\*(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Letter of sponsorship from future employment provider (Non UK/Non EEA only valid for applicants residing outside the UK at the time of application)
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only

**used in exceptional circumstances if other documents cannot be provided.**

**Note:**

If a document in the List of Valid Identity Documents is:

denoted with \* - it should be less than three months old

denoted with \*\* - it should be less than 12 months old

not denoted – it can be more than 12 months old



## 8. MANAGEMENT OF SAFEGUARDING

Named staff in our school are:-

<b>Designated Safeguarding Lead (DSL)</b>	<b>Emma Hawthorne, Assistant Head</b>
<b>Head teacher</b>	<b>Matthew Draper</b>
<b>Chair of Governors</b>	<b>June Aubrook</b>
<b>Safeguarding Governor</b>	<b>June Aubrook</b>
<b>Deputy DSL</b>	<b>Katie Inkster, Deputy Head</b>
<b>Deputy DSL (EYFS)</b>	<b>Bev Higgins, Head of EYFS</b>
<b>Single Point of Contact (Preventing Radicalisation) (SPOC)</b>	<b>Emma Hawthorne, Assistant Head</b>
<b>Looked After Children Designated Teacher</b>	<b>Claire Flanagan, SENDCO</b>
<b>Designated Lead for online Safety (responsible to DSL)</b>	<b>Emma Hawthorne, Assistant Head</b>

The governing body has appointed **Emma Hawthorne, Assistant Head** as the school's Designated Safeguarding Lead as the appropriate **senior member** of staff with the authority to perform the role and form part of the *school's* leadership team. The designated safeguarding lead takes **lead responsibility** for safeguarding and child protection (including online safety). In case of the DSL's absence, Katie Inkster (Deputy Head) is the Deputy DSL. In case of the Deputy DSL's absence, report to Bev Higgins (Head of Early Years Foundation Stage), who is also the DSL for EYFS. Staff in the EYFS should report to Bev Higgins. The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. You should consider speaking to a member of the senior leadership team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.

**DSL Emma Hawthorne, Assistant Head**, has responsibilities as follows:-

- Maintain an overview of safeguarding within the school;
- keep written records of concerns about children, even where there is no need to refer the matter immediately and that all records are kept securely, separate from the main pupil file, and in locked locations. All written reports will be signed and dated in ink;
- open channels of communication with local statutory agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences;
- refer cases of suspected abuse to the local authority children's social care as required;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- refer cases where a crime may have been committed to the Police as required;
- support staff in carrying out their safeguarding duties;
- Monitor the effectiveness of policies and procedures in practice;
- When a child moves school, in addition to handing over any child protection file securely, share information proactively with the new school to enable the new school to have support in place when a child arrives and to ensure that key staff, such as the SENCO, are aware of any needs; and
- act as a source of support, advice and expertise for all staff.

The job descriptions of the DSL and DDSLs include the key activities of the role, as per KCSIE Annex B, and including the responsibility of on-line safety in school. The school will make arrangements to ensure that the DSL has sufficient time, funding, supervision and support to fulfil his or her child welfare and safeguarding responsibilities effectively. All staff will have regular reviews of their practice and opportunities to discuss any concerns they may have about welfare and safeguarding matters. This includes the personal and professional duty to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children's services.

**If the Designated Safeguarding Lead is not available you must refer your concerns to Katie Inkster, Deputy Head, who is named as deputy for this role, or to Bev Higgins, Head of EYFS, who is a named deputy and responsible for safeguarding in the EYFS of Mayfield Preparatory School.**

## 9. TRAINING

Arrangements for the training require that the school ensures:

- that all staff read at least part 1 and Annex A of *Keeping Children Safe in Education* (September 2018) (KCSIE) and updated where appropriately. Copies are distributed and kept electronically in the Staff Intranet. Staff sign that they have read each updated KCSIE. For staff who cannot read English, or at all, the school will take steps to ensure that they understand key information;
- the designated safeguarding leads to receive appropriate training (updated every 2 years) in child protection and inter-agency working and support for this role (in Walsall this is Level 2 Safeguarding Children training), including local inter-agency working protocols and training in the LSCB's/safeguarding partner's approach to *Prevent* duties, which will mean a higher level training in the *Prevent* strategy of the LSCB/Safeguarding Partner to be able to assess the risk of children being drawn into terrorism, including being drawn into support for the extremist ideas that are part of terrorist ideology. This will be based on an understanding shared with local partners of the potential risk in the local area. There will also be additional training such as online safety, supporting children in need, female genital mutilation, forced marriage, honour killings, identifying children at risk of radicalisation, record keeping, promoting a culture of listening to children, cyberbullying, and mental health; this will be supplemented with informal updates, such as e-bulletins and in termly local authority DSL meetings;
- all staff, including temporary and voluntary staff, to receive Level 1 Safeguarding training in child protection (updated regularly at least every 1 year) in line with advice from the WSCB, including additional training such as *Prevent* awareness, online safety, radicalisation, children in need, child sexual exploitation, female genital mutilation, so-called honour-based violence, forced marriage, cyberbullying, and mental health; this will be supplemented with informal updates, such as e-bulletins and in staff meetings;
- all staff, including temporary and voluntary staff, to receive training in the school's whistleblowing procedures;
- all staff, including temporary and voluntary staff, to receive training in procedures when members of staff face allegations of abuse;
- all staff to understand the safeguarding policy and procedures, and ensures that all staff have up to date knowledge of safeguarding issues. Training will enable staff to identify signs of possible abuse and neglect

at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour;
  - deterioration in children's general well-being;
  - unexplained bruising, marks or signs of possible abuse or neglect;
  - children's comments which give cause for concern;
  - any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
  - inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- that all new staff must be provided with induction training that includes:
    - \*the school's child protection policy, including information about the identity and role of the DSL and any deputies;
    - \*the staff code of conduct/behaviour policy including the whistleblowing procedure and the acceptable use of technologies policy, if separate (see above for more about the staff code);
    - the pupil behaviour policy;
    - \*the school's safeguarding response to children who go missing from education (children missing education policy to be provided);
    - on-line safety;
    - \*a copy of Part 1 of *KCSIE* (and, in effect, Annex A also, for those who work directly with children, see above).
  - Copies of the above documents marked with an asterisk \* are provided to all staff during induction, either by link, electronically or on paper. The school takes a risk-based approach to the level of information provided to temporary staff and volunteers.
  - All staff are trained to manage a report of peer-on-peer sexual violence and sexual harassment. Detail is provided, largely in line with traditional guidance on how to receive a disclosure (don't promise confidentiality, listen, be non-judgemental, don't lead, take notes, report to DSL etc) but with the added guidance that staff should not view or forward illegal images of a child. Staff will be directed to DfE guidance on [Searching, Screening and Confiscation](#) and the [UKCCIS Sexting Advice](#).
  - Staff of contractors working regularly in the school with opportunity for contact with pupils to have level 1 safeguarding training, to know the identity of the DSL and Deputy DSLs, and to know the school's procedures on passing on concerns and adhering to appropriate behavioural boundaries.



## 10. THE ROLE OF THE GOVERNING BODY

The Governing Body will ensure:

- The creation of a culture of safety in every part of the school;
- That June Aubrook is the designated governor who will take a lead in relation to responsibility for the safeguarding arrangements, including within the Early Years Foundation Stage. Although she is the 'board-level lead', the safeguarding duties remain the responsibility of the Governing Body as a whole. The designated governor has the required knowledge, skills and expertise and is sufficiently qualified and experienced to take leadership responsibility for the school's safeguarding arrangements i.e. she is trained in Level 2 Safeguarding, which is renewed every 2 years, and has been the designated lead Governor for safeguarding since September 2008;
- that staff are competent to carry out their responsibility for safeguarding and promoting the welfare of children;
- that an environment is created where staff feel supported in their safeguarding role and able to raise concerns;
- 'practitioners' (such as those who work directly with children) have regular reviews of their own practice so that they have knowledge, skills and experience which improve over time. This is ensured through a robust programme of relevant INSET and the staff appraisal process;
- That safe recruitment procedures are in operation and supplemented by ongoing safe working practices for all members of staff at the school;
- that the Governing Body undertakes an annual review (or more often if required) of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged, including an update and review of procedures and their implementation. The DSL will work with the Governing Body on this. The Governing Body should also ensure that the school contributes to interagency working in line with Working Together to Safeguard Children (September 2018) (WT) through effective communication and good co-operation with local agencies. The Governing Body draws on the expertise of the staff, including the DSL, in shaping the safeguarding arrangements and policies;
- that if there has been a substantiated allegation against a member of staff, the school should work with the LADO to determine whether there are any improvements to be made to the school's procedures or practice to help prevent similar events in the future;

- that the school has a Safeguarding Policy and procedures in accordance with locally agreed inter-agency procedures and ensures that parents have an understanding of the responsibility placed on the school and staff for child protection. This policy is included in the parents' information pack, is available on the school website and on request;
- that arrangements are made to deal with Disqualification under the Childcare Act 2006 and changes made by the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. The school does not employ people who work in early years and relevant later years provision (such as under 8's in before or after school care) or to be directly concerned in their management if they are "disqualified" pursuant to the regulations. Enquiries are made of current staff and conducted by means of a self declaration form and records will be kept by the DSL. The relevant information will also be sought as part of pre-employment checks undertaken when appointing new staff and records of these checks will be kept on the Single Central Register;
- that every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated safeguarding leads (Emma Hawthorne, Katie Inkster and Bev Higgins) responsible for child protection and their role;
- that all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding leads responsible for child protection;
- that any deficiencies or weaknesses in child protection arrangements are remedied without delay;
- that staff have the skills, knowledge and understanding necessary to keep safe children who are looked after by a local authority. This includes ensuring that staff have the information they need about the child's status, contact arrangements with parents, care arrangements and delegated authority to carers, and information available to the DSL;
- that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (for example, in another institution);
- that a report is made to the Disclosure and Barring Service (DBS) in conjunction with the LADO, within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he/she is considered unsuitable to work with children;
- that the school responds to requests from DBS for information we hold already, but do not have to find from other sources on new and existing referrals on or after 20<sup>th</sup> January 2009;

- that the school considers making a referral to the TRA where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: “unacceptable professional conduct”, “conduct that may bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”.



## 11. ARRANGEMENTS TO FULFIL OTHER SAFEGUARDING AND WELFARE RESPONSIBILITIES, INCLUDING ONLINE SAFETY

Mayfield Preparatory School will:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- teach pupils about safeguarding, including online, through the curriculum and PSHEE. Particular attention will be paid to school practices to help children to adjust their behaviours in order to reduce risks and build resilience, including to radicalisation, with particular attention to the safe use of electronic equipment and the internet. Where possible, these practices should be age appropriate and delivered through a planned component of the curriculum. Children should understand the risks posed by adults or young people, who use the internet and social media to bully, groom, abuse or radicalise other people, especially children, young people and vulnerable adults. Internet safety will be integral to the school's ICT curriculum and can also be embedded in PSHE and sex and relationships education (SRE). The latest resources promoted by DfE can be found at:
  - [\*The use of social media for on-line radicalisation\*](#)
  - The UK Safer Internet Centre (<https://www.saferinternet.org.uk/about>)
  - CEOP's Thinkuknow website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk));
- let pupils know that there are adults in the school whom they can approach if they are worried, e.g. Form Teacher, Head of EYFS, Assistant Headteacher, Deputy Head, Headmaster or any other member of staff;
- let pupils know that outside help is also available via:
  - The MASH in Walsall 0300 555 2866
  - ChildLine is a free confidential helpline for children and young people. Call any time on 0800 11 11, or look at their website at [www.childline.org.uk](http://www.childline.org.uk)
  - In an emergency, call the Police on Telephone 999 (01922 439136) or 112
  - The NSPCC have a contact line on 0808 800 5000 for children and young people. Their web site is [www.nspcc.org.uk/kidszone](http://www.nspcc.org.uk/kidszone).
  - Kidscape has helpful advice on [www.kidscape.org.uk](http://www.kidscape.org.uk)
  - Another helpful web site is [www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk)
  - The Samaritans can be called at any time on 08457 909090

- support pupils who have been abused in accordance with his/her agreed child protection plan;

Mayfield recognises that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. Mayfield will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school.

The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.

The school will ensure that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Mayfield will follow the procedures set out by the LSCB and take account of guidance issued by the Department for Education (DfE).

### LOOKED AFTER CHILDREN

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Our Governing body will ensure that staff have the skills, knowledge and understanding necessary to keep safe children looked after by the local authority. A previously looked after child potentially remains vulnerable and all our staff will have the skills, knowledge and understanding to keep previously looked after children safe.

Our governing body has appointed a designated teacher, the SENDCO Claire Flanagan, to have the responsibility for the welfare and progress of children who are looked after or previously looked after and ensure that this

person has appropriate training. The designated teacher will have up-to-date assessment information from the relevant local authority, the most recent care plan and contact arrangements with parents, and delegated authority to carers. The school will be aware of the statutory guidance to local authorities about how they are to support schools with the care and education of these pupils: [Promoting the education of looked after and previously looked after children.](#)

On commencement of sections 4 to 6 of the Children and Social Work Act 2017, designated teachers will also have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/683561/The\\_designated\\_teacher\\_for\\_looked-after\\_and\\_previously\\_looked-after\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/683561/The_designated_teacher_for_looked-after_and_previously_looked-after_children.pdf)

#### DISQUALIFICATION UNDER THE CHILDCARE ACT 2006

The school requires staff to comply with disqualification, including by association provisions pursuant to the [Disqualification under the Childcare Act 2006](#) (September 2018) and supporting Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. This rule will not only apply to employees, but also to volunteers, supply/agency staff, self-employed people (such as peripatetic music teachers or extra-curricular activity providers), staff of other organisations contracted to provide childcare, governors who volunteer with the relevant groups or are directly concerned with their day-to-day management.

The school will not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they themselves are directly 'disqualified' from childcare.

Early years childcare means education, care (excepting health care) and any supervised activity for a child from birth until 1 September following their fifth birthday. It applies to all early years provision during school hours, including in school nursery and reception classes, after-school clubs and wrap-around childcare.

Later years childcare means childcare (but not education, health care or co-curricular activities) for children under the age of 8. For children who are older than 'early years' but under the age of 8, the normal school day, after-school



co-curricular educational clubs and health care are, therefore, not within scope of the regulations. This essentially means that only wrap-around childcare (crèche-like facilities before and after school) and holiday care constitutes later years childcare.

The school has taken steps to:

- inform all existing staff and applicants for employment at the school of the legislation;
- check whether existing staff, and applicants, are disqualified from childcare or ensure that others have done so (eg their own employer or training provider). Staff and applicants are asked to make a self-declaration whether they are disqualified, according to the grounds below – staff will be reminded annually of their duties to disclose the relevant information;
- keep records, on the Single Central Register of all staff employed to work in the school and including the date disqualification checks were completed.
- follow the safer recruitment processes of KCSIE fully;
- ensure policies are clear about the expectations they place on staff, including where their relationships and associations both within and outside of the workplace (including online) may have implications for the safeguarding of children in school;
- create a culture and environment where staff feel comfortable, if appropriate, 'to discuss matters outside of work, which may have implications for the safeguarding of children in the workplace. These discussions can help schools safeguard their employees' welfare and contribute to their duty of care towards their staff. Where appropriate, it will help schools identify whether arrangements are needed to support these staff. These discussions can also help schools manage children's safety'.

In taking steps to gather information, staff can be expected to disclose all their convictions and cautions including those which are spent.

The grounds for disqualification include, in summary,;

- being on the DBS Children's Barred List;
- being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- Any offence involving death or injury to a child (even if not specifically listed in guidance);
- being the subject of certain other orders relating to the care of children;
- refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.

Disqualification occurs as soon as the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children's barred list.

By definition, a person who is disqualified cannot lawfully do the work from which they are disqualified. If a person is found to be disqualified or if there is doubt over that issue, then pending resolution they must be removed from the work from which they are or may be disqualified. There is no requirement automatically to suspend or dismiss all individuals found to be disqualified; there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the LADO when appropriate.

The Schools will inform Ofsted (not ISI, although ISI can be copied in) where they are satisfied that a person working in a relevant setting falls within one of the disqualification criteria. Staff who are disqualified may apply to Ofsted for a waiver of disqualification, unless they are barred from working with children.

## FURTHER GUIDANCE

When considering the school's provision for children in need of additional support, the school will have regard to the DfE's non-statutory documents:

- [\*Mental health and behaviour in schools: departmental advice\*](#)
- [\*Counselling in schools: a blueprint for the future \(February 2016\)\*](#)

## SAFEGUARDING PROVISIONS IN EARLY YEARS FOUNDATION STAGE

Mayfield Preparatory School will ensure that this Safeguarding Policy also applies to the Early Years Foundation Stage and, according to the following specific additional requirements, it will:

- require pupils, parents and staff to adhere to the school's Acceptable Use Policy of Mobile Phones, Cameras and Recording Devices.
- designate Bev Higgins (Head of EYFS, 01922624107, info@mayfieldprep.co.uk) to take lead responsibility for safeguarding children within the EYFS setting and liaising with LSCBs as appropriate;
- require the designated safeguarding lead to receive appropriate training (updated every 2 years) in child protection and inter-agency working and support for this role (in Walsall this is Level 2 Safeguarding Children training);
- require all staff to understand the school's safeguarding policy and procedures. Staff will be trained annually in Level 1 Safeguarding, which

will enable them to identify signs of abuse and respond in a timely and appropriate way;

- require staff to seek medical advice if they are taking medication which may affect their ability to care for children, and require any staff medication to be securely stored at all times;



## 12. LOCAL SAFEGUARDING CONTACT DETAILS:

**WSCB, Multi Agency Safeguarding Hub (MASH):** 0300 555 2866 (weekdays 8.45am – 5.15pm) and 0300 555 2922 or 0300 555 2836 (evenings, weekends or bank holidays).

**Carol Boughton**, Head of Safeguarding (01922) 655848

[carol.boughton@walsall.gov.uk](mailto:carol.boughton@walsall.gov.uk)

**Tony McGregor** (manager at the Child Protection and Review Centre)

**Alan Hassall** (LADO) direct line: 01922 654040 mobile: 07432 422205

**Seona Baker** (Education Safeguarding Adviser) 01922 726981

The Hollies, 10 Lichfield Road, Walsall, WS4 2DH

Tel : 01922 726981 Mob : 07951 819648 Fax : 01922 648258

[www.mywalsall.org](http://www.mywalsall.org) (full list of professionals)

### **Birmingham Safe Guarding**

**Information Advice Support Service (IASS)** on 0121 303 1888

E-mail: [IASScitywide@birmingham.gov.uk](mailto:IASScitywide@birmingham.gov.uk)

Outside normal office hours, contact the **Emergency Duty Team** 0121 675 4806

**Staffordshire County Council's First Response Service:** Telephone: 0800 1313126

Mob: 07773 792016

Open: Monday - Thursday 8:30am - 5:00pm, Friday 8:30am - 4:30pm

E-mail: [frist@staffordshire.gov.uk](mailto:frist@staffordshire.gov.uk)

**Emergency Duty Service:** (Out of Hours Service) Telephone: 0845 6042886

Mobile: 07815 492613

### **Sandwell Safeguarding**

Sandwell MASH 0121 569 3100

### **Preventing Radicalisation**

Local Authority *Prevent* lead is Niall Markham ([Niall.Markham@walsall.gov.uk](mailto:Niall.Markham@walsall.gov.uk)), the local police force 0845 113 5000, the non-emergency police number 101 and the DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and governors: 020 7340 7264 and [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk).

### **DBS disclosure service**

DBS customer services

PO Box 110

Liverpool

L69 3JD

Email:

[customerservices@db.s.gsi.gov.uk](mailto:customerservices@db.s.gsi.gov.uk)

Disclosure helpline 0870 90 90 811

**Emergency: call Police on 999**

**Ofsted**

Picadilly Gate

Store Street

Manchester. M1 2WD

Tel : 08456 404040

### **ISI**

Ground Floor

CAP House

9-12 Long Lane

London. EC1A 9HA



## 13. ACCEPTABLE USE POLICY OF MOBILE PHONES, CAMERAS AND RECORDING DEVICES

### Policy statement

Our setting aims to provide an environment in which pupils, parents and staff are safe from images being recorded and inappropriately used. This policy applies to all pupils, parents and staff at Mayfield Preparatory School including in the Early Years Foundation Stage.

### Procedure

- All staff, volunteers, work experience students and visiting speakers must ensure that their mobile phones, personal cameras and recording devices are left securely inside the staffroom during working hours.

### Mobile Phones

- If any staff member has an emergency which requires them to keep their mobile close at hand, they should consult with the Head or Senior Manager and get permission for this. In this situation, any phone calls taken or made should be done so in a designated staff area of the setting where possible i.e. staffroom or office.
- When on outings, a preschool nominated mobile phone should be used. This telephone will not have a camera incorporated in it.
- Staff should not give out personal mobile numbers to pupils or parents/carers.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head or, in the case of reporting concerns about the Head, to the Chair of Governors.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy

## Cameras

Pupils should only be photographed or filmed on video for the purpose of recording their development of participation in events organised by us.

Parents sign a consent form and have access to records holding visual images of their child.

- Only the designated school cameras are to be used to take any photo within the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the cameras, which should be placed securely, such as within a lockable cabinet in the office, when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, with the Head's consent. Images should be downloaded on site.
- Images may only be uploaded to the secure school website and should never be uploaded to the internet for any other reason, including onto social networking sites e.g. Facebook.
- Under no circumstances must cameras of any kind be taken into bathrooms without prior consultation with the Head.
- Should photographs need to be taken in a bathroom, i.e. of pupils washing their hands, then the Head must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera must be placed in a prominent place where it can be seen.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head or, in the case of reporting concerns about the Head, to the Chair of Governors.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

Reviewed : February 2019

Review date: February 2022

Headmaster : Matthew Draper

Chair of Governors : June Aubrook

