



HERSCHEL GRAMMAR SCHOOL

Safeguarding and Child Protection Policy

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Approved by: LGB

**Author: Alison Oxley
Assistant Headteacher**

***subject to any relevant changes in legislation or other appropriate guidelines**

Herschel Grammar School
Northampton avenue
Slough
SL1 3BW

01753 520950

Headteacher	Ms Jo Rockall
Designated Safeguarding Lead	Mrs Alison Oxley
Deputy DSL	Mrs Marinda Penhale – Jones Ms Jo Rockall
Safeguarding Governor	Mrs Helen Huntley

We are committed to safeguarding our pupils and promoting the welfare of our pupils and all staff and volunteers are expected to share this commitment.

Keeping Children Safe in Education 2019 (KCSIE 2019)

All members of staff must read Keeping Children Safe in Education 2019 Part One

and all staff working directly with pupils must also read Annex A

Herschel Grammar School Definition of Safeguarding

At HGS safeguarding has two clear dimensions:

1. Ensuring Child Protection policies are in place to protect pupils from identified risk(s), and that Child Protection procedures are known and followed by all staff.

Although we cannot fully guarantee the safety of any pupil; we can do our best to look out for warning signs that a pupil is at risk, and we need to know how then to respond. We need to be aware of the potential pitfalls and to know and understand our professional responsibilities towards the pupils in our care.

2. Providing safe and effective care and guidance to prevent any pupil coming to harm and to promote the well-being of all pupils.

Equally we cannot guarantee all pupils' present or future well-being; but we should be aware of all the strategies in place at this school to promote pupils' well-being. We have professional responsibilities to promote the wellbeing of pupils.

KCSIE 2019 definition of Safeguarding

Safeguarding and promoting the welfare of children is defined as:

- 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.

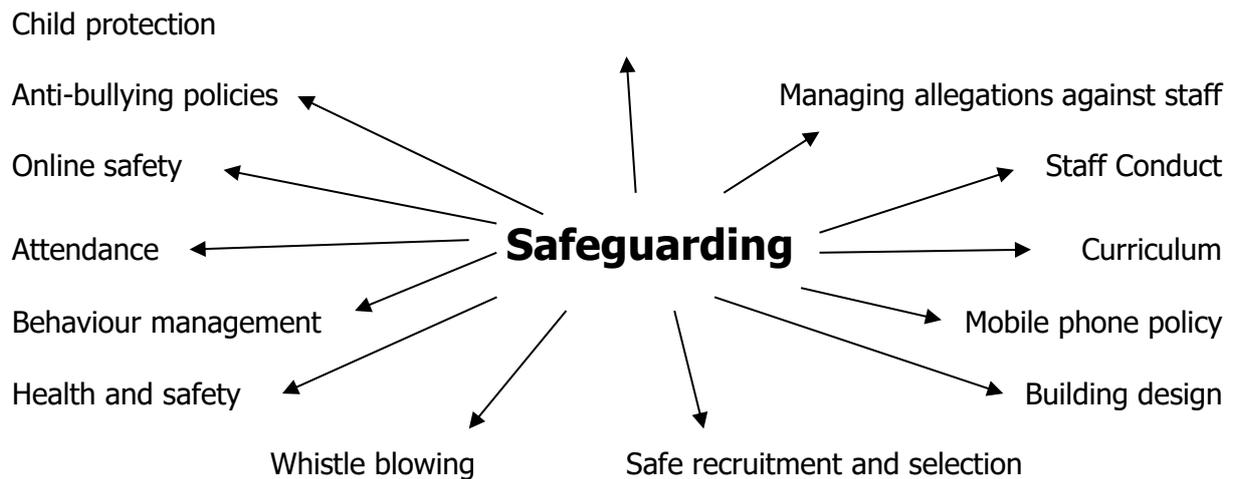
Herschel Grammar School Roles and Responsibilities for Safeguarding

This Safeguarding Policy applies to all adults, including volunteers, working in our school. It is an overarching policy which demonstrates how we are working to provide a safe, caring and supportive environment for all pupils. The policies, procedures and protocols supporting safeguarding at HGS are detailed in the Appendix.

Safeguarding and promoting the wellbeing of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively all staff will ensure that their approach is child centred. At all times they consider what is in the best interests of the child.

No single professional can have a full picture of a child's needs and circumstances. To ensure that children and families receive the right help at the right time, **everyone** who comes into contact with them has a role to play identifying concerns, sharing information and taking prompt action.

All adults have been properly vetted and cleared as suitable to work and support pupils in our care. They are all trained to undertake their safeguarding responsibilities effectively, with access to further CPD.



There is a range of other safeguarding policies which should be read in conjunction with this and this includes the policies for online safety. See appendix

Statutory Framework

“Working Together to Safeguard Children 2018” requires all schools to follow the procedures for protecting children from abuse which are established by the Area Child Protection Committee. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse. These procedures should also cover circumstances in which a member of staff is accused or suspected of abuse.

This policy also reflects and is compliant with the following publications

[Keeping Children safe in Education 2019](#)

[Working Together to Safeguard Children 2018](#)

[PAN Berkshireproceduresonline.com/berks/](http://PAN.Berkshireproceduresonline.com/berks/)

Safer Recruitment and Selection

The school pays full regard to current DfE guidance ‘Keeping Children Safe in Education’ 2019. Key members of staff have attended a Safer Recruitment Course based on the National Programme sponsored by the DfE and the National College for Teaching and Leadership. All interview panels include at least one person who has successfully completed the above course. An aspect of this is to ensure that the Single Central Register is kept up to date including the completion of all DBS checks.

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, Disclosure and Barring Service checks.

In line with statutory changes, underpinned by regulations, the following will apply for all regulated activity:

- a DBS enhanced disclosure with barred list information is obtained for **all** new appointments to our school's workforce.
- all governors have an enhanced DBS check
- the school keeps an up to date single central record detailing the range of checks carried out on our staff.
- all new appointments to our school workforce who have lived outside the UK immediately prior to appointment will be subject to additional checks as appropriate.
- any new appointments to the teaching staff are not subject to a prohibition order.
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy. All new supply staff provide current photographic ID evidence that they are the same person that the agency has provided vetting checks for
- identity and proof of address checks must be carried out on all appointments to our school workforce before the appointment is made, preferably from current photographic ID.
- for every appointment made there will be at least one member of SLT or Governor involved who has undertaken the accredited Safer Recruitment training.
- Section 128 checks are completed for all members of SLT and department heads

Anyone involved in unregulated activity in the school will either be supervised by a member of staff or we will obtain an enhanced DBS.

Use of volunteers

Risk assessments are completed for all volunteers in order to decide whether they need an enhanced DBS check.

Safe Practice

Safe working practice will help keep pupils safe and will require all staff to:

- be responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- be aware of the school's confidentiality policy;
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- know the safeguarding policy
- have read part one of Keeping Children Safe in Education 2019 and all staff working directly with pupils must also read Annex A
- sign the staff code of conduct
- **be confident about reporting any safeguarding concerns and know that any staff member must refer their concerns directly to Children's Services if they feel their concerns are not acted on appropriately within the school setting**
- be confident in contributing to safeguarding arrangements and policy if they are aware of potential improvements to safe practice.

Prevention of harm

We recognise that the school plays a significant part in the prevention of harm to pupils by providing them with a protective environment and open communication with trusted adults and supportive friends.

Staff and pupils are therefore encouraged to:

- work to establish and maintain an ethos where pupils feel secure and are encouraged to talk and are always listened to;
- include regular consultation with pupils to check that they are feeling safe and happy
- ensure that all pupils know there are adults in the school who they can approach if they are worried or in difficulty;
- include the teaching of safeguarding within the curriculum and provide opportunities to equip students with the skills they need to stay safe from harm and to know to whom they should turn for help.

Learning about Personal Safeguarding and Well-being at Herschel

The school educates pupils about key safeguarding and well-being issues in many ways. We are committed to providing a school where pupils can flourish within a caring environment.

Our aims are supported by our Behaviour and Attendance Policy which promotes a climate of mutual respect and understanding. We encourage pupils to feel confident to talk to adults in our school knowing that they will be listened to and taken seriously. We work to ensure pupils feel safe in a secure environment where they do not endure bullying, racism or sexual harassment and where their medical needs are met.

In PSHCE, pupils are encouraged to discuss related issues. Topics include themes such as online safety, drugs, alcohol, sex and relationships education, sexual harassment and abuse, bullying, domestic violence, female genital mutilation, sexual exploitation, sexting, pornography and radicalisation. Pupils learn to look after themselves physically, emotionally and to be aware of mental health issues. These themes are also addressed in assemblies and relevant websites referred to in the pupil planner and through school displays.

Pupils are encouraged to become independent self-managers through formal learning and the wider school ethos. They learn how to make informed and sensible choices, enabling them to stay safe and promote their own well-being. They are trusted to behave in school, and given many opportunities to make a positive contribution to the school community e.g. pupils inform the Pupil Voice about concerns, and suggest solutions.

Personal safety and well-being are discussed and explained, and safe practices adopted in subject areas such as in PE, Science, DT, Art and ICT. The school ensures appropriate and agreed staff/pupil ratios are maintained and where necessary risk assessments are carried out for on-site and off-site learning.

Online safety

The school has an online safety policy and a pupil acceptable use of ICT policy

Appropriate filters and monitoring systems are in place and the school ensures that online safety is included in relevant lessons.

The school does not excessively filter online content so that there are not unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

Pupils in Year 8 and above may access data on personal devices but must use these in line with the acceptable use policy. This privilege is withdrawn if a pupil demonstrates lack of maturity / responsibility in the appropriate use of their data. Pupils must show screens to staff if requested. Users must not view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate context including images of a sexual nature. Any concern about a pupil accessing inappropriate material on their own device must be referred to the DSL.

Site Security

There is an electronic gate to the main car park, opened by interphone.

All visitors arriving on the school site are directed to Reception by clear signposting.

All visitors sign in electronically and their safeguarding responsibilities are explicit in the signing in process. In addition, all visitors receive a safeguarding leaflet and a visitors pass and lanyard. Visitors are accompanied by staff at all times, unless they have DBS clearance. Contractors are predominantly booked to complete their services during school breaks. Safeguarding posters are displayed in reception and in classrooms.

Pupils and staff are asked to notify teachers or school office of any possible unauthorised visitors.

School staff wear identity lanyards on the school site.

Raising Awareness

Dissemination and promotion of the school safeguarding messages is through posters around the school for pupils and school staff, via the school website for pupils and through newsletters. The Safeguarding policy is available on the school website.

Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their wellbeing promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Herschel Grammar School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with their son/ daughters' Head of Learning or Form Tutor in the first instance.

All parents are required to provide the school with at least two emergency contact numbers and to make the school aware of any changes to these.

Partnerships with others

The school recognises that it is essential to establish positive and effective working relationships with other agencies: social care, the police, health services and other services, and there is a joint responsibility on all these agencies to share information to promote the wellbeing of children and protect them from harm.

This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide support to children subject to child protection plans.

Data protection fears and fears about sharing information will not be allowed to stand in the way of the need to promote the wellbeing of children and protect their safety.

In particular, it is recognised that inter-agency working and information sharing, is particularly important to identify and prevent CSE.

School Training and Staff Induction

The school's Designated Safeguarding Lead, DSL, (currently Alison Oxley) and Deputy Designated Safeguarding Leads, (currently Jo Rockall and Marinda Penhale-Jones), undertake online child protection training and other refresher training at 2 yearly intervals. In addition to formal training their knowledge and skills will be refreshed at regular intervals, at least annually. All other school staff, including non-teaching staff, undertake appropriate online training every two years, to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training.

In addition, staff receive updates and reminders via email, staff briefings and Inset sessions to ensure their skills and knowledge to safeguard children effectively are up to date.

All training includes training on Prevent.

All permanent staff, including supply teachers have a copy of the Safeguarding Policy. The same applies to all temporary staff and volunteers who may work with the school for a period of time. All staff will be supported by induction training when they are first appointed. This includes all systems which support safeguarding

- the safeguarding policy;
- the behaviour policy
- the staff code of conduct);
- the safeguarding response to children who go missing from education; and
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Related School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It encompasses a wide range of issues and reference to the policies, procedures and protocols can be found in the Appendix.

Attendance

The school places a high emphasis on attendance. Parents are expected to telephone the school on the first day of absence. Should the school fail to hear from a parent we attempt to contact a family member as soon as possible. We monitor attendance carefully and address poor or irregular attendance without delay. Should attendance give cause for concern the Head of Learning will meet with parents and if there is no improvement the school liaises with Education Welfare.

Knowing where pupils are during school hours is an important aspect of safeguarding and pupils in Years 7 – 11 are registered lesson by lesson.

Confidentiality

We recognise that all matters relating to child protection are confidential.

The designated teacher will only disclose any information about a child to other members of staff on a "need to know" basis.

A teacher can never guarantee confidentiality to a child. If a child suggests to a staff member that what they are saying is a secret, then that staff member needs to advise the child that it may be necessary to share this information with others.

Pupil Information

We will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them, the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above). The school requires at least two contact numbers available during the day.
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child has, or has had, a Child Protection Plan or a care plan
- contact detail of GP surgery
- any other factors which may impact on the safety and wellbeing of the child.

The school will collate, store and agree access to this information which is normally kept on the students' file. Confidential files are kept in a signed and sealed envelope in the pupil file and have limited access.

Looked after children

Looked after children require additional measures to ensure they are safeguarded.

The designated teacher for looked after children is the DSL. The school holds details of a looked after child's legal status and arrangements for carer / parental responsibility, the name of the child's social worker and the name of the virtual head in the area in which they are residing.

The designated teacher is responsible for promoting the educational achievement of the child within the school, supported by the virtual head.

The designated teacher should work with the virtual head to ensure that funding is appropriately deployed to support the progress of the child within the school and to meet the needs identified in their PEP.

Children with SEND

Children with SEND are additionally vulnerable and can face additional safeguarding challenges. We recognise that children with SEND

- can be disproportionately impacted by bullying without necessarily showing any outward signs
- may experience communication barriers and difficulties in expressing their concerns
- may be more prone to peer group isolation than other children;

Indicators of possible abuse such as behaviour, mood and injury should not be assumed to relate to the child's disability without further exploration.

We identify pupils who might need more support to be kept safe or to keep themselves safe by sharing the names of all pupils with SEND.

To address these additional challenges, extra pastoral support for children with SEN and disabilities is provided through the ANCO, and through the SEN mentoring scheme.

Use of reasonable force

There are rare circumstances when it may be appropriate for staff to use reasonable force to safeguard children and young people. The school will always try to take remedial action to ensure that situations do not escalate to a level that requires force. However, where force is necessary, the school will have due regard to its legal duty to make reasonable adjustments for SEND pupils. Staff will use no more force than is absolutely necessary to stop the behaviour and will always try to avoid acting in a way that might cause injury.

Alternative Provision

If a pupil is placed in alternative provision the school will obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff

Roles and Responsibilities

- the school has a safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available on the school website.
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- the DSL is a senior member of staff from the school leadership team and staff are aware of who this is;
- a deputy or deputies are appointed to ensure availability of appropriate staff for school staff to discuss any safeguarding concerns with
- during term time, during school hours, the DSL or a deputy are always available
- adequate and appropriate cover arrangements are made for out of hours and out of term activities
- staff undertake appropriate safeguarding training;
- staff remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements;

- a governor is nominated to be responsible for Safeguarding, and in the event of allegations of abuse being made against the Head teacher, or safeguarding concerns raised, the situation must be reported to the Assistant Headteacher (DSL) Alison Oxley, or the Deputy Headteacher Steve Devereux, who will inform the safeguarding governor, Helen Huntley.
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate as well as providing evidence if so requested;
- their policies and procedures are reviewed annually.

The Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- staff have the opportunity to contribute to safeguarding and child protection arrangements and policy due to their experience in managing safeguarding concerns on a daily basis
- sufficient resources and time are allocated to enable the DSL, deputies and other staff to discharge their responsibilities.
- liaise with the DSL to produce an annual report to the Governing Body on Safeguarding children and liaise with the Safeguarding Governor on this report;

The DSL will:

- in addition to formal training, keep their basic skills and knowledge updated, for example via online bulletins and meeting with other safeguarding leads, at least annually
- oversee referral of cases of suspected abuse or allegations to the relevant investigating agencies within 24 hours and generally on the same day;
- retain ultimate lead responsibility for child protection when activity is delegated to deputies
- act as a source of support, advice and expertise within the educational establishment;
- ensure that all staff members receive safeguarding and child protection updates, at least annually, via email and staff briefings.
- provide basic safeguarding and child protection information to all staff on induction
- ensure the Headteacher is informed as appropriate of issues and on-going investigations;
- ensure the child protection policy is updated and reviewed annually and work with the the headteacher/ governing body regarding this;
- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file.

Record Keeping and Information Sharing

All safeguarding records are kept in a locked cupboard in the DSL office. Deputy DSL have a key to the office and to the locked cupboard.

Individual records are stored with a chronology of events, actions and review dates.

Child protection records are retained for 25 years.

All safeguarding records are retained for 7 years after a pupil has left the school.

Early Help

All staff should be prepared to identify children who may benefit from early help. Early help provides support as soon as a problem emerges at any point in a child's life. In the first instance staff discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.

If early help is appropriate the designated safeguarding lead will support the staff member in liaising with other agencies and setting up inter-agency assessment as appropriate.

If early help is appropriate the case is kept under constant review and consideration given to a referral to children's social care if the situation is not improving.

Any child may benefit from early help, but all should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child

Identifying Children and Young People who may be suffering significant harm

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be likely to suffer significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/ or school staff being alerted to concerns.

Safeguarding incidents can happen anywhere and all staff should be alert to possible concerns being raised.

When concerned about the wellbeing of a child, staff members should always act in the best interests of the child.

It is the responsibility of all members of staff to be aware of signs – physical, emotional or in terms of progress and development – which might indicate abuse, or that the child is in need of support and protection, and share their concerns with the DSL.

Disclosure of abuse by a pupil to any member of staff or suspicion of abuse must be dealt with immediately. There are strict procedures to be followed and the time element is important. Where possible, the DSL, Mrs Oxley, should be informed immediately. She will co-ordinate action within the school and liaise with external agencies. If Mrs Oxley is unavailable staff should go directly to Mrs Penhale – Jones, or if she is also unavailable, to Ms Rockall.

A referral will be made in line with the referral thresholds set by the LSCB.

If a child is in immediate danger or at immediate risk of harm, then any member of staff can make a referral to children’s social care and / or the police. In this case Mrs Oxley should be informed as soon as possible.

If any **teacher**, in the course of their work discovers that an act of FGM appears to have been carried out on a girl under the age of 18, then this must be reported to the police.

It is *not* the responsibility of school staff to investigate wellbeing concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to be vigilant, to recognise concerns and maintain an open mind.

Abuse as a complex issue

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events. In most cases multiple issues will overlap with one another.

A person may abuse or neglect a child by inflicting harm or by failing to prevent harm.

They may be abused by adults or another child or children.

Staff should be aware that that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger.

Allegations of abuse made against other children

We believe that all pupils have a right to attend school and learn in a safe environment. Pupils should be free from harm by other pupils. All staff should be aware that safeguarding issues can manifest themselves via **peer on peer abuse**. This is most likely to include, but not limited to, bullying (including cyber bullying), gender-based violence, sexual harassment or sexual violence and sexting.

Allegations of peer on peer abuse are serious and should never be tolerated and passed off as banter.

Pupils being touched / assaulted sexually or being subjected to initiation violence will be dealt with as peer on peer abuse. We recognise the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but all peer on peer abuse is unacceptable and will be taken seriously.

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more appropriately dealt with as bullying, fighting or sexual experimentation. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others. If a pupil causes harm to another it is not necessarily a safeguarding concern and may be dealt with in line with the school’s behaviour policy.

When considering whether behaviour is abusive, it is important to consider

- Whether there is a large difference in power (for example age, size, development) between the young people concerned
- Whether the perpetrator has repeatedly tried to harm one or more children

- Whether there are concerns about the intention of the alleged perpetrator

If the evidence suggests that there was an intention to cause significant harm to the victim, this should be regarded as abusive even if harm was not actually caused

The safeguarding implications of sexual activity between young people

A child under the age of 13 cannot consent to sexual activity and school staff must report such activity, or suspected activity to the DSL.

It will not necessarily be appropriate to initiate safeguarding procedures where sexual activity involving young people below the age of legal consent (16 years) comes to notice. It is important to distinguish between consensual sexual activity between young people of a similar age (where at least one is below the age of consent), and sexual activity involving a power imbalance, or some form of coercion or exploitation. Key specific considerations will include:

- The age, maturity and understanding of the pupils
- Any evidence of pressure to engage in sexual activity;
- Any indication of sexual exploitation.

Prevention

As a school we will minimise the risk of allegations against other pupils by:-

- Providing a developmentally appropriate PSHCE syllabus which develops pupils understanding of acceptable behaviour and keeping themselves safe
- Having systems in place for any pupil to raise concerns with staff, knowing that they will be listened to, believed and valued
- Delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk
- Providing targeted work and risk assessments for pupils identified as being a potential risk to other pupils.

Procedure

When an allegation is made by a pupil against another pupil, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed.

A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.

If safeguarding thresholds are met, the DSL will contact the Children's Services duty team to discuss the case. The DSL will follow through the outcomes of the discussion and make a referral where appropriate.

Parents, of both the pupil being complained about and the alleged victim, should be informed and kept updated on the progress of the referral.

In situations where the school considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan. The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

Children missing from education

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Go missing or run away from home or care
- Are supervised by the youth justice system

We will follow our procedures for unauthorised absence and for dealing with children who 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 going missing in future. This includes informing the local authority when a child leaves the school, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points. Staff are trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

Child Protection

Staff must immediately report

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- any explanation given which appears inconsistent or suspicious;
- any behaviours which give rise to suspicions that a child may have suffered harm and any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- any concerns that a child is presenting signs or symptoms of abuse or neglect;
- any significant changes in a child's presentation, including non-attendance;
- any hint of or disclosure of abuse from any person;
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present);
- any concerns associated with self-harm;
- any concerns associated with child sexual exploitation, female genital mutilation, forced marriage or domestic violence

Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the DSL.

Principles

Staff will not investigate but will, wherever possible, elicit only enough information to pass on to the designated person in order that she can make an informed decision of what to do next. If appropriate, staff should ask the pupil if he/ she will accompany them to meet with Mrs Oxley immediately.

If not, staff will:

Receive and React

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- clarify the information;
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?' Leading questions may invalidate your (and the pupil's) evidence;
- try not to show signs of shock, horror or surprise;
- not criticise the perpetrator; the pupil may love him/ her and reconciliation may be possible;
- explain sensitively to the person that they have a responsibility to refer the information to the designated person;
- reassure and support the person as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and that the person will be involved as appropriate.

Record

- Make some very brief notes at the time on any paper that comes to hand and write them up as soon as possible.
- Do not destroy your original notes in case they are required, for example, by a court.
- Record the time, date, place, any noticeable non- verbal behaviour and the words used by the child.
- Draw a diagram to indicate the position of any bruising.
- Record statements rather than your interpretations or assumptions.

Record information regarding the concerns on **the same day**. The recording must be a **clear, precise, factual** account of the observations. The aim should be to record the interview verbatim without changing the child's language at all. **This record must be given to the DSL**. For an audit trail, staff should also email the DSL, and say that notes will follow.

Afterwards

- The DSL or a deputy will decide whether to make a referral to children's social care **but it is important to note that any staff member can refer their concerns to children's social care directly**.
- The DSL or a deputy will make referrals to the Social Care Department or occasionally the police, in line with the Slough Child Protection Procedures. If it is decided to make a referral to Social Services, parents or guardians will be informed unless they are implicated in the case. They will always be informed following discussions with social services/police.

- If a referral is made to Social Services, the DSL will ensure that a written report of the concerns is sent to the Local Duty Social Worker/Care Manager of the Children and Families Team dealing with the case immediately or with an outside limit of 3 days.
- The DSL will consider if urgent medical advice or treatment is needed:
The person accompanying the pupil will take an explanatory letter and referral will not be delayed if the parent/guardian and/or social worker cannot be contacted.

Relax

- Try to get some support yourself.
- You need not handle the situation yourself.

Concerns and allegations against a member of staff

Should a pupil disclose abuse by a member of staff or a volunteer the situation must be reported to the DSL, Alison Oxley, or the Headteacher immediately. Should the allegation be made against the Headteacher, the situation must be reported to the Assistant Headteacher, Alison Oxley or Deputy Headteacher Steve Devereux, who will inform the safeguarding governor, Helen Huntley.

Any safeguarding concerns about adults in the school should be discussed with the DSL or Headteacher. This may include the actions or attitude of colleagues.

Never think abuse is impossible in the school, or that an accusation against someone you know well and trust is bound to be wrong.

Section 14 of The Children's Act 2004 sets out the objectives of the LSCBs which are:

- A to co-ordinate what is done by each person or body represented on the board for the purpose of safeguarding and promoting the wellbeing of children in the area; and
- B to ensure the effectiveness of what is done by each such person or body for those purposes

If a child or parent makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the DSL or Headteacher.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff, must immediately inform the DSL or Headteacher.

The school will not investigate the allegation against a member of staff, but will always contact the LSCB / LADO and follow the LSCB procedures regarding all aspects of safeguarding.

Whistleblowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. See Whistleblowing Policy.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them. General advice can be found at [NSPCC whistleblowing advice](#)
The NSPCC whistle –blowing helpline number is 0800 028 0285

Preventing Radicalisation

Background

Safeguarding children from all risks of harm is an important part of our work and protecting them from extremism and radicalisation is one aspect of that.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. We encourage our pupils to be inquisitive learners who are open to new experiences and are tolerant of others.

These values support the development of the whole child as a reflective learner within a calm, caring, happy and purposeful atmosphere. Teaching the schools core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Prejudice, discrimination or extremist views, including derogatory language, will always be challenged.

<http://www.gov.uk/government/publications/prevent-duty-guidance>

Statutory Duties

The statutory duty to prevent children and young people being radicalised is set out in the following documents.

- Counter Terrorism and Security Act (2015)
- Keeping Children Safe in Education (2019)
- Prevent Duty Guidance (2015)
- Working Together to Safeguard Children (2018)

Extremism is defined in the Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

British Values are democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Role of the Headteacher

It is the role of the headteacher to:

- ensure that the school and its staff respond to preventing radicalisation on a day-to-day basis

- ensure that the school's curriculum addresses the issues involved in radicalisation
- ensure that staff conduct is consistent with preventing radicalisation

Role of Designated Safeguarding Lead

It is the role of the designated safeguarding lead to:

- ensure that staff understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns
- receive safeguarding concerns about children and young people who may be vulnerable to the risk of radicalisation or are showing signs of radicalisation
- make referrals to appropriate agencies with regard to concerns about radicalisation
- liaise with partners, including the local authority and the police
- report to the governing body on these matters

Role of staff

It is the role of staff to understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns.

Internet Safety

The filtering systems used in our school blocks inappropriate content, including extremist content.

We also filter out social media, such as Facebook. Searches and web addresses are monitored and the network manager will alert the designated teacher where there are concerns and prevent further access when new sites that are unblocked are found.

Where staff, students or visitors find unblocked extremist content they must report it to the network manager or a member of the senior leadership team.

We are aware that children and young people have access to unfiltered internet when using their mobile phones and staff are alert to the need for vigilance when pupils are using their phones.

Guidance to parents on the home monitoring and control of internet use is given annually.

Staff Training

Staff will be given training to help them understand the issues of radicalisation, are able to recognise the signs of vulnerability or radicalisation and know how to refer their concerns. This information also forms part of induction safeguarding training.

Visitors

We take care to ensure that visiting speakers are appropriate and any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals. Staff are always present to monitor content.

We recognise, however, that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this.

If staff have any concerns about the suitability of a visiting speaker they should discuss these with a member of SLT.

Signs of vulnerability

There are no known definitive indicators that a young person is vulnerable to radicalisation, but there are number of signs that together increase the risk. Signs of vulnerability include:

- being in possession of extremist literature
- social exclusion
- traumatic events
- global or national events
- religious conversion
- change in behaviour
- extremist influences
- conflict with family over lifestyle
- confused identify
- victim or witness to race or hate crimes
- rejection by peers, family, social groups or faith

Recognising Extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- repeatedly verbalising anti-Western or anti-British views
- advocating violence towards others

Referral Process

Staff and visitors to the school must refer all concerns about children and young people who show signs of vulnerability or radicalisation to the Designated Safeguarding Lead using the usual methods for reporting other safeguarding concerns.

When there are significant concerns about a pupil, the Designated Safeguarding Lead will make a referral to Children's Services and discuss with Prevent.

Staff should be assured that a referral to Prevent does not suggest involvement in any criminal activity but is a safeguarding responsibility.

APPENDIX A

TYPES OF ABUSE AND NEGLECT

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

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

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

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

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

Specific safeguarding issues

Staff should discuss any concerns with the DSL

Child criminal exploitation: county lines
Children and the court system
Children with family members in prison
Child Sexual Exploitation (CSE)
Domestic Abuse
Fabricated or induced illness
Faith Abuse
Female Genital Mutilation (FGM)
Forced marriage
Gangs and Youth Violence
Homelessness
Honour based Violence
Parental mental health
Parental Substance misuse
Private Fostering
Sexual violence and sexual harassment between children
Teenage Relationship Abuse
Trafficked Children and Modern Day Slavery
Youth produced sexual imagery (sexting)

Child criminal exploitation: county lines

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. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

Like other forms of abuse and exploitation, county lines exploitation

- can affect any child or young person (male or female) under 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.

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. Children are recognised to be vulnerable at this time and will be flagged as such.

Children with family members in prison

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. When the school are made aware that a family member is in prison the Head of learning will be made aware, and teaching staff asked to monitor the pupil as more vulnerable.

Child Sexual Exploitation (CSE)

CSE involves young people receiving something in exchange for sexual acts. Sexual exploitation can take many forms ranging from seemingly consensual relationships to serious gang and group exploitation. As a school staff we should be aware that sexual exploitation can take many forms and that pupils may not exhibit external signs of abuse. Therefore staff must be vigilant for the less obvious signs, lots of new electronic equipment, when before there was none, seeming to have extra money to spend, moving away from established friendship groups etc.

<https://www.gov.uk/CSE-definition-and-a-guide-for-practitioners>

Domestic Abuse

Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence.

Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse.

If staff believe that a child is living with domestic abuse, this will be reported to the designated safeguarding lead for referral to be considered to children's social care.

Fabricated or induced illness

Fabricated or induced illness is a condition whereby a child suffers harm through the deliberate action of her/his main carer and which is attributed by the adult to another cause.

It is a relatively rare but potentially lethal form of abuse.

- Fabrication of signs and symptoms, including fabrication of past medical history;
- Exaggeration of symptoms/real problems. This may lead to unnecessary investigations, treatment and/or special equipment being provided;
- Induction of illness by a variety of means.

Harm to the child may be caused through unnecessary or invasive medical treatment, which may be harmful and possibly dangerous, based on symptoms that are falsely described or deliberately manufactured by the carer, and lack independent corroboration.

Faith Abuse

The belief that an evil force has entered a child and is controlling him or her. Sometimes the term 'witch' is used and is the belief that a child is able to use an evil force to harm others. In all these cases, genuine beliefs can be held by families, carers, religious leaders, congregations, and the children themselves that evil forces are at work. Families and children can be deeply worried by the evil that they believe is threatening them, and abuse often occurs when an attempt is made to 'exorcise', or 'deliver' the child. Any concerns about a child which arise in this context must be taken seriously.

Children involved can suffer damage to their physical and mental health, their capacity to learn, their ability to form relationships and to their self-esteem. Such abuse generally occurs when a carer views a child as being 'different', attributes this difference to the child being 'possessed' or involved in 'witchcraft' and attempts to exorcise him or her.

A child could be viewed as 'different' for a variety of reasons such as, disobedience; independence; bed-wetting; nightmares; illness; or disability. There is often a weak bond of attachment between the carer and the child.

The attempt to 'exorcise' may involve severe beating, burning, starvation, cutting or stabbing and isolation, and usually occurs in the household where the child lives.

Female Genital Mutilation (FGM)

FGM involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards.

There may be indicators that may point to FGM happening

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leone, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

The indicators of FGM may initially mirror those of sexual abuse. You may notice, for example, that a girl or young woman shows signs of pain or discomfort, needs to visit the toilet constantly, has vaginal blood loss or is unable to sit comfortably. She may make excuses to avoid PE and other physical activity. She may also become evasive or fearful if you enquire if she is unwell, and assure you that she is fine when she clearly is not. If she is a BME child, has recently arrived back from a 'holiday' abroad or a period of absence from school, seems to be in pain and has not been taken by her family to see a doctor, you should consider FGM, alongside other possible explanations.

<http://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

Forced marriage

This is an entirely separate issue from arranged marriage.

A forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel they are bringing shame on their family). Financial abuse (withholding of money) can also be a factor.

<https://www.gov.uk/guidance/forced-marriage>

The 'One Chance' rule

With FGM and forced marriage there is the 'One Chance' rule. It is essential that staff report any concerns without delay.

Remember for FGM, if any teacher, in the course of their work discovers that an act of FGM appears to have been carried out on a girl under the age of 18, then this must be reported to the police.

Gangs and Youth Violence

Slough and some of the surrounding area is affected by gangs and youth violence. Our safeguarding should focus on young people who are vulnerable of making the transition to gang involvement as well as those already involved in gangs. The risk or potential risk of harm to the pupil may be as a victim, a perpetrator or both - in relation to their peers or to a gang-involved adult in their household. Teenagers can be particularly vulnerable to recruitment into gangs and involvement in gang violence. This vulnerability may be exacerbated by risk factors in an individual's background, including violence in the family, involvement of siblings in gangs, poor motivation and educational attainment, or mental health problems.

A pupil who is affected by gang activity or serious youth violence can be at risk of significant harm through physical, sexual and emotional abuse. Girls may be particularly at risk of sexual exploitation.

<http://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence>

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Discussion with the Local Housing Authority will be progressed as appropriate, but this does not replace a referral into children's social care where a child has been harmed or is at risk of harm. In most cases school will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it is also recognised 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 different level of intervention and support.

Honour based Violence

So called 'honour-based' violence (HBV) 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. All forms of HBV are abuse and should be handled and escalated as such to the DSL.

Parental mental health

Parental mental illness does not necessarily have an adverse impact on a pupil's developmental needs, but it is essential to assess its implications for each child in the family. The diagnosis of a parent/carer's mental health is not seen as defining the level of risk. Similarly, the absence of a diagnosis does not equate to there being little or no risk.

The impact of parental mental health can include:

- The parent / carer's needs or illnesses taking precedence over the child's needs
- Child's physical and emotional needs neglected
- A child acting as a young carer for a parent or a sibling
- Child having restricted social and recreational activities
- Child finds it difficult to concentrate- impacting on educational achievement
- A child missing school regularly as (s)he is being kept home as a companion for a parent / carer
- Adopt paranoid or suspicious behaviour as they believe their parent's delusions.
- Witnessing self-harming behaviour and suicide attempts (including attempts that involve the child)
- Obsessional compulsive behaviours involving the child

If staff become aware of any of the above indicators, or others that suggest a child is suffering due to parental mental health, the information should be shared with the DSL to consider a referral to children's social care.

Parental Substance misuse

Parental substance misuse of drugs or alcohol becomes relevant to child protection when substance misuse and personal circumstances indicate that their parenting capacity is likely to be seriously impaired or that undue caring responsibilities are likely to be falling on a child in the family.

For children the impact of parental substance misuse can include:

- Inadequate food, heat and clothing for children (family finances used to fund adult's dependency)
- Lack of engagement or interest from parents in their development, education or wellbeing
- Behavioural difficulties- inappropriate display of sexual and/or aggressive behaviour
- Bullying (including due to poor physical appearance)
- Isolation – finding it hard to socialise, make friends or invite them home
- Tiredness or lack of concentration
- Child talking of or bringing into school drugs or related paraphernalia
- Injuries /accidents (due to inadequate adult supervision)
- Taking on a caring role
- Continued poor academic performance including difficulties completing homework on time
- Poor attendance or late arrival

These behaviours themselves do not indicate that a child's parent is misusing substances, but should be considered as indicators that this may be the case.

If staff believe that a child is living with parental substance misuse, this should be reported to the DSL.

Private Fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for for 28 days or more by someone who is not their parent or a close relative. Close relatives are defined as grandparents, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage) or step-parent (a parent's unmarried partner is not a step-parent in this context). It is a private arrangement between a parent and the carer. Private fostering is an arrangement that is made *privately* and does not involve the local authority. For example, parents may arrange for their child to be cared for by an extended member of their family, a neighbour, friend or even someone unknown to the child. Many private foster carers and parents are not aware of the requirement to notify the local authority and as a result, a significant number of these care arrangements remain hidden. Private fostering can be helpful for a child but may leave some children vulnerable to abuse or neglect.

There is a legal requirement for private foster carers and parents to notify the local authority of all private fostering arrangements. If we are aware of a child in any private fostering situation – whether proposed or where the placement has begun – we will advise the private fostering carer, the parents and any other person involved in making the arrangements to contact the local authority.

If any member of staff becomes aware that a pupil may be living in a private fostering arrangement this should be reported to the DSL who will inform the local authority.

Private fostering situations can include:

- Children or young people who are sent to this country for education by their birth parents from overseas
- Teenagers living with a friend's family because they have fallen out with their parents

- Children staying with another family because their parent has been hospitalised
- A child from overseas staying with a host family while attending school, or overseas students at boarding school who stay with a host family over the holidays – for more than 28 days

<http://www.gov.uk/government/publications/children-act-1989-private-fostering>

Sexual violence and sexual harassment between children

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be 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

It is important that staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003, Rape, Assault by Penetration or Sexual Assault.

Sexual harassment

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. 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. Whilst not intended to be an exhaustive list, 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 and displaying pictures, photos or drawings of a sexual nature;

Upskirting is a criminal offence and will be reported accordingly.

and

- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. This It 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.

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. If staff have a concern about a child or a child makes a report to them, this should be referred to the DSL.

Teenage Relationship Abuse

Controlling behaviours, which could escalate to physical abuse, e.g. checking someone's phone, telling them what to wear, who they can/can't see or speak to can occur within teen relationships. Young people also need an understanding of consent within a relationship. Sometimes this abusive behaviour can be considered normal and therefore left unchallenged. Our SRE programme provides education to help prevent teenagers from becoming victims and perpetrators of abusive relationships by encouraging them to rethink their views of violence, abuse and controlling behaviours, and understand what consent means within their relationships.

<http://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse>

Trafficked Children and Modern Day Slavery

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Any suspicion of trafficking / exploitation must be reported to the DSL.

www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms

Youth produced sexual imagery (sexting)

[Dealing with Youth produced sexual imagery](#)

When an incident involving youth produced sexual imagery comes to the school's attention:

- The incident should be referred to the DSL as soon as possible
- The DSL should hold an initial review meeting with appropriate school staff

There should be subsequent interviews with the young people involved (if appropriate)

- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

Disclosures about youth produced sexual imagery can happen in a variety of ways. The young person may inform a class teacher, the DSL in school, or any member of the school or college staff. They may report through an existing reporting structure, or a friend or parent may inform someone in school or college, or inform the police directly.

Any direct disclosure by a young person should be taken very seriously. A young person who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure in school is a last resort and they may have already tried to resolve the issue themselves.

An immediate referral to police and/or children's social care should be made if at this initial stage:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- You have reason to believe a pupil or pupil is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

If none of the above apply then a school may decide to respond to the incident without involving the police or children's social care (the school can choose to escalate the incident at any time if further information/concerns come to light).

The decision to respond to the incident without involving the police or children's social care would be made in cases when the DSL is confident that they have enough information to assess the risks to pupils involved and the risks can be managed. The decision should be in line with the school's child protection procedures and should be based on consideration of the best interests of the young people involved. This should take into account proportionality as well as the wellbeing and protection of the young people. The decision should be reviewed throughout the process of responding to the incident.

All incidents relating to youth produced sexual imagery need to be recorded. This includes incidents that have been referred to external agencies and those that have not.

Teaching about safeguarding issues in the classroom can prevent harm by providing young people with skills, attributes and knowledge to help them navigate risks. Sexting is a key safeguarding issue in the PSHCE curriculum.

APPENDIX B

Policies, procedures and protocols supporting safeguarding at Herschel Grammar School

Document	Lead
Anti-Bullying Policy	AOX
Behaviour and Attendance Policy	AOX
Confidentiality Statement	JRO
CPD Policy	MBO
Drugs Policy	AOX
First Aid and administration of medicines	MSM
Health & Safety Policy	JVU
Intimate Care Policy	AOX
Off-site Activities Policy	MBO
Special Educational Needs Policy	CBA
Online safety policy	SDE
Promoting British Values	JRO
PSHCE Policy	AOX/SRU
Pupil Acceptable Use ICT use Policy	SDE
Pupil use of mobile phones and cameras	AOX
Role of form tutor	AOX
RSE Policy	AOX/SRU
Safer Recruitment	JRO
Site security (visitors)	JVU
Staff Acceptable use ICT policy	SDE
Staff Code of Conduct	JRO
Staff Handbook	MBO
Supply staff guidance	GWH
Supporting Pupils with Medical Conditions Policy	AOX
Whistleblowing Policy	JRO

Safeguarding

Everyone's responsibility

**The school's designated safeguarding lead is AOX
Deputy safeguarding leads are MPE and JRO**

Keeping Children safe in Education 2019 is statutory guidance for all schools and states that all staff must read at least Part one of this guidance and staff working directly with pupils must also read Annex A.

AOX is available to assist staff to understand and discharge their role and responsibilities as set out in Part one.

**Know the safeguarding policy
Know the staff code of conduct**

Early help provides support as soon as a problem emerges at any point in a child's life. Discuss early help requirements with AOX.

Disclosure of abuse

Listen, no leading questions, no confidentiality promises, written record asap, tell AOX or MPE, JRO in her absence.

If a child is in immediate danger or at immediate risk of harm, then any member of staff can make a referral to children's social care and / or the police. Inform AOX asap.

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

Allegations of peer on peer abuse are serious: never tolerate or pass off as banter.

Pupils being touched / assaulted sexually or pupils being subjected to initiation violence is peer on peer abuse. Bullying (including cyber bullying), gender-based violence, sexual assault and sexting.

Sexting incidents

Inform AOX

Dealing with Youth produced sexual imagery

Appendix C : Local Contacts

Contact	Number
Slough child protection Procedures	http://berks.proceduresonline.com/slough/index.html
Slough Children's Services Trust Ltd	If your concern is regarding the harm of a child or young person please immediately contact: First Contact: 01753 875362 and email child.protection@slough.gcsx.gov.uk
Social Care out of hours service	01344 786543
Thames Valley Police	101 www.thamesvalley.police.uk (non-emergency) 999 for emergency police service
NSPCC	0800 800 5000
Child line	0800 11 11
Slough LSCB	Business Manager – Betty Lynch Independent Chair – Nick Georgiou safeguardingboards@slough.gov.uk
Whistleblowing and Local Authority Designated Officer (LADO):	Nicola Johnstone nicola.johnstone@scstrust.co.uk /nicola.johnstone@slough.gcsx.gov.uk LADO Telephone: 01753 474053 / 0788 5828387 LADO@slough.gcsx.gov.uk
NSPCC Whistleblowing advice line	0800 028 0285 help@nspcc.org.uk
Education Safeguarding Officer	Jatinder Matharu 01753 875068/07714 858213 jatinder.matharu@slough.gov.uk
Prevent Coordinator	Naheem Bashir 01753 875201/ 07540 147340 naheem.bashir@slough.gov.uk
Prevent Education Officer	Rabena Sharif 07928 655038 Rabena.sharif@slough.gov.uk
Education Standard and Effectiveness Officer (SEND)	Deborah Bowers 07712 548725 Deborah.bowers@slough.gov.uk
CSE Exploitation Manager	Beth Mathews 01753 875835 beth.matthews@slough.gcsx.gov.uk

APPENDIX D

Appendix to Safeguarding and Child Protection – Covid-19

Herschel Grammar School Interim Safeguarding Arrangements

[Interim guidance from DfE published 27 March 2020](#)

[Herschel Grammar School Safeguarding and Child Protection Policy](#)

Context

From 20 March 2020 parents were asked to keep their children at home. Schools were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This appendix to our Safeguarding and Child Protection policy contains details of changes to our normal safeguarding arrangements and will be reviewed in the light of any updates to guidance.

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. These children are risk-assessed in consultation with the social workers and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. We also have the flexibility to offer a place to those on the edge of receiving children's social care support. We will continue to work with and support children's social workers to help protect vulnerable children and with children's social workers and the local authority virtual school head for looked-after and previously looked-after children.

Children with an EHC plan will be risk-assessed in consultation with parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home.

We remain committed to ensuring the safety and wellbeing of all our pupils. Where the Head of Learning or DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child.

This communication will include weekly emails to the child asking for a response. If there is no response, then a phone call to the child's parents will be made and the child asked to respond to the email.

These plans will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Supporting children not in school

The school will share safeguarding messages on its website and in the weekly emails from the Headteacher.

We recognise that school is a protective factor for children and young people, and the current circumstances can affect the health and emotional wellbeing of pupils and their parents. It is important that we manage our expectations of workload for pupils, their parents and staff at this time and all need to remember that while education is important, our priorities at this time should be our communities' health and wellbeing and that of their families.

Pupil Attendance and Attendance Monitoring

Key worker parents will be asked to notify the school week by week if they need their child to attend. Parents are asked to inform the school of any absence by emailing keyworker@herschel.slough.sch.uk. If not notified of a reason for absence by 9.00 am, the member of SLT on duty will contact the parents to ascertain the reason.

Where it is deemed more appropriate that vulnerable children attend school, the school will follow up on any pupil expected to attend, and who does not, by contacting parents and the child's social worker in the same way as above.

Supporting children in school

The Headteacher will ensure that only essential staff are on site and that staff to pupil ratio numbers are appropriate for safety, while ensuring that social distancing rules are followed. Any concerns about the impact of staff absence will be discussed with the local governing body.

We will continue to follow the advice from Public Health England on social distancing, handwashing and other measures to limit the risk of spread of COVID19.

Pupils working in school will use the same keyboard each day.

Availability of DSL or Deputies

During the period of extended school closure, the DSL or deputy are available daily, even when not on site. In the first instance, if there is concern about the safety of a child, whether that child is on or off site, then the DSL (or deputy) will be available to be contacted via phone and subsequently, if required, by an online video meeting.

The senior leader on site will assume responsibility for coordinating and liaising with children's social workers where they require access to children for planned visits and/or to carry out

statutory assessments at the school.

It is important that all staff are aware of the senior leader on duty that day. This information is shared with staff weekly by email.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy.

Staff are reminded of the need to report any concern immediately and without delay. The general principles stated on page 16 of the Safeguarding and Child Protection policy remain.

[Herschel Grammar School Safeguarding and Child Protection Policy](#)

A phone call to the DSL mobile should be followed up with a brief email stating the child's full name and concern.

- If the child is in school the child should be offered the opportunity to talk directly with the DSL (using Teams) or with another member of staff present in school that day. If a child prefers, they can write down their concerns initially and these can be emailed to the DSL.
- In the case of children not working in school, if staff have concerns about the child's safety or the child expresses concerns, these should be shared in the same way. See page 16
- Any staff who are concerned that a child is vulnerable or may be vulnerable should email the HOL and cc the DSL.

Where staff are concerned about an adult working with children in the school or are concerned about a member of staff's behaviour towards a child who is working away from school, they should email the headteacher or the DSL.

Safeguarding Training and induction

For the period COVID-19 measures are in place, a DSL or deputy who has been trained will continue to be classed trained even if they miss their refresher training.

If new staff are recruited, they will continue to be provided with a safeguarding induction via Teams.

If staff are deployed from another education or children's workforce setting to the school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the school's Safeguarding and Child Protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, we will continue to follow the relevant safer recruitment processes including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

We will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

It is essential from a safeguarding perspective that the school is aware, on any given day, which staff will be in the school, and staffing details are reported to the DfE daily. All staff must sign in and out using their ID cards.

Online safety in and out of school

We will continue to provide a safe environment, including online. This includes the use of an online filtering system for pupils working in school.

Where pupils are using computers in school, appropriate supervision will be in place.

Online teaching of pupils outside of school should follow the same principles as set out in the current school staff code of conduct.

"Live" teaching, video or audio in real time should not take place.

Learning activities and resources should be shared electronically for pupils to complete in their own time.

All communication with pupils should only be through approved Microsoft applications – Teams or email. Teachers may record virtual lessons/screencasts to explain or model learning and any videos created should be shared through Teams. Any recorded lessons and learning should be kept to a reasonable length of time, no longer than a 'normal' lesson.

Peer on Peer Abuse

We recognise that school closure could lead to an increase in online peer on peer abuse. During the closure period a revised process may be required for managing any report of such abuse and in supporting victims.

We will continue to follow the principles as set out in our Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi- agency partner required to ensure the safety and security of that young person.

Concerns should be referred in the same way in the first instance and actions will be recorded.