

# Tapton SCHOOL

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## Tapton School

# Child Protection and Safeguarding Policy

## February 2020

**AUTHOR:** Mrs K Tabani

**COMMITTEE:** Learning and Inclusion

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# Child Protection and Safeguarding Policy

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## Staff with specific responsibilities for Safeguarding 2020 - 2021

Designated Safeguarding Lead	Mrs K Tabani
Designated Safeguarding Deputy	Mrs H Easdown, Mrs A Higgins, Ms L Mitchell, Mrs C Czauderna, Mrs A Travers, Mr A Wright, Mrs M Mohammed, Mrs K Rhodes, Ms E Jackson, Mrs R Moorwood
Nominated Governor	Fred Woodruff
Policy Reviewed	<b>February 2020</b>
Date for Review	<b>September 2021</b>

### Definitions

**Safeguarding** and promoting the welfare of children is defined in the document

- **Working together to safeguard children 2019.**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

The Department for Education (DfE) has published statutory guidance setting out what organisations and agencies that have functions relating to **children** must and should do to **safeguard** and promote the welfare of all **children** and young people under the age of 18 in England.

- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

Safeguarding our students is more than child protection – we will promote their health & well-being & ensure their personal & emotional development

**Child protection** is the activity undertaken to protect specific children who are suffering or at risk of suffering significant harm. This could be from a single traumatic event or an accumulation of significant events which interrupt or damage the child's physiological or psychological development.

Legislation places responsibilities on school staff in the identification, prevention and management of child abuse and of safeguarding children from harm. Staff in schools are well placed to notice changes in children's behaviour, injuries and other indicators of abuse. As trusted adults they may also receive disclosures from students about issues relevant to their safety. Tapton School fully recognises the contribution it can make to protect children and young people and support them in school.

The Sheffield Children Safeguarding Partnership ([www.safeguardingsheffieldchildren.org/sscb](http://www.safeguardingsheffieldchildren.org/sscb)) have laid down guidelines to be followed in relation to safeguarding children and these have been used in reviewing and developing our policy.

There are 3 main elements to our safeguarding policy

- Prevention
- Protection
- Support to students and staff

The policy applies to **all** staff, teaching and support, full or part time, supply or agency, volunteer helpers or students on placement.

## **Prevention**

We will

- Establish an ethos where children feel secure, are encouraged to talk and are listened to.
- Provide a positive and preventative curriculum showing awareness of children's needs and development and teaching students to protect and care for themselves by making healthy & safe lifestyle choices.
- Ensure children know that there are adults in school who they can approach if they are worried or are in difficulty.
- Ensure that where possible effective working relationships are established with parents and colleagues from other agencies.
- Ensure that staff are informed and aware of the need to observe students for any changes in behaviour or appearance and to report concerns.
- Identify vulnerable children and give them support to communicate their needs and concerns to appropriate adults.
- We will ensure all staff, including temporary and supply staff, know the name of the DSL and understand their responsibilities for child protection.
- We will follow national and local guidance on safe recruitment in checking the suitability of staff and volunteers to work with children. All adults working in the school will be checked following the appropriate guidance to identify, deter & reject people who are unsuitable to work with children & young people. Visitors to the school will not be with students without supervision unless we know they have been DBS (Disclosure and Baring Services) checked (see Guidance on visitors to school for further details).

## **Protection**

All adults working with children have a responsibility to protect them. However, there are key people who have specific responsibilities under safeguarding procedures. We will ensure that designated people are in place and have received appropriate training for their roles.

We will ensure all staff and volunteers are aware of their responsibilities in being alert to and reporting child protection concerns.

## **Roles and responsibilities**

### **Head Teacher:**

- Responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.
- To be aware of all child protection issues and to act in the absence of DSL/ DSD.
- To act on any allegations against staff.

### **Designated Safeguarding Lead (DSL):**

- A member of the leadership team (in a post which requires assessment of children) with appropriate authority, responsible for dealing with safeguarding issues, providing advice & support to other staff, liaising with the local authority, & working with other agencies.
- Responsible for coordinating information within school, advising staff or seeking further advice, liaising with external agencies, keeping all child protection records and arranging training for staff.

### **Designated Safeguarding Deputy (DSD):**

- A member of the teaching, support or pastoral staff, (in a post which requires assessment of children), with sufficient status & authority to effectively deputise for the DSL role above.
- To support DSL, act with DSL or in DSL's place to advise staff or seek further advice, liaise with external agencies, attend conferences and core meetings.

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

- Responsible for ensuring that staff understand CSE indicators & how to refer; & that children/young people are taught about CSE & related topics, plus how to protect themselves & others.

### **Special Educational Needs Coordinator (SENDCo):**

- Staff member who provides advice, liaison & support for school staff & other agencies working with pupils with special education needs & their mothers, fathers or carers.

### **Year Managers:**

- Address difficulties preventing a child/young person from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, & develops strategies to overcome these barriers.

### **Looked After Children (LAC) Designated Teacher:**

- Promotes the educational achievement of 'looked after' children/young people who are on the school roll, helping staff understand issues that affect how they learn & achieve.
- Ensures appropriate staff have the information they need to effectively support 'looked after' children/young people.

### **Online-Safety Coordinator:**

- Develops & maintains a safe online culture within a setting.

## **Education Welfare Officers (Attendance and Punctuality Officer)**

- Address difficulties preventing pupils from attending school.

## **Your Safeguarding Children Team also links in with the:**

### **Designated Governor: (together with the rest of the governing body).**

- Ensures there are appropriate safeguarding children policies & procedures in place, monitors that they are being implemented & followed, & challenges/remedies deficiencies & weaknesses that are identified.
- Ensures that governors are updated regularly about relevant matters regarding the school.
- To attend training for safeguarding for nominated governors.

### **Chair of Governors/Management Committee:**

- Takes the lead in dealing with allegations of abuse made against the Head Teacher (& other members of staff when the Head Teacher is not available), in liaison with the Local Authority; & on safe recruitment practices with the Head Teacher/Principal/Senior Manager.

### **Role of Pupils:**

- to follow any guidelines for behaviour and conduct, including management of their own feelings and behaviour, and around bullying, and how they relate to others
- to be made aware of basic safeguarding procedures in school such as visitors signing in and wearing visitor badges
- to learn how to keep themselves safe from relevant risks such as exploitation and extremism, including when using the internet and social media
- through personal, social, moral, cultural and spiritual development, including through access to cultural experiences and work experience so that they are well prepared to respect others and contribute to wider society and life in Britain today
- to know who to speak to in school if they have concerns of their own or about others

### **Procedures**

- We will follow the procedures set out in Keeping Children Safe in Education September 2019 and also Supporting Students in Schools with Medical Conditions December 2015. These procedures will be shared with staff. (See Appendices A & B on procedures and dealing with disclosures.)
- We will ensure that staff are aware of the need to share concerns and that they cannot promise children to keep issues confidential.
- We will ensure that child protection issues are dealt with in a confidential manner with only those with a 'need to know' being informed.
- We will ensure that staff have appropriate training in child protection to carry out their duties effectively, (see training Appendix C) and keep a record of training completed.
- We will keep concise and accurate written records of concerns about children even where there is no need to refer the matter immediately.
- All child protection records will be kept securely by the DSL, not stored with other records.
- All safeguarding staff to meet regularly to discuss safeguarding matters.

### **Information sharing General Data Protection Regulation (GDPR)**

In May 2018, the General Data Protection Regulation (GDPR) came into force and along with it, the Data Protection Act 2018 which superseded the previous version. Reference to this new legislation is included in this version of Keeping Children Safe in Education along with new guidance set out in Information Sharing (2018). Both these documents stress that neither GDPR nor the Data Protection Act 2018 prevents or limits the sharing of information to keep children safe.



Paragraph 77 sets out the “Special Category Personal Data,” which allows sharing information even without consent, in some circumstances.

- We will make referrals to and share information with other agencies following agreed procedures.
- We will develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection, including attendance at case conferences.
- We will discuss with students and their families any information or assessments we record, how and why we will share this information with other agencies and gain their consent where appropriate.
- We will promote the effective transfer of safeguarding information by requesting this from primary schools, ensuring documents are passed on quickly if students leave Tapton and request any information about any new starters during term time.
- We will report annually to governors on safeguarding issues using the safeguarding children annual report format.
- We will request safeguarding information from previous schools when a child starts after September Year 7.
- If Tapton staff are aware of any student being privately fostered they should inform the safeguarding team who in turn will liaise with the private foster carer and inform the Local Authority of the arrangement.

## **Support to students, parents and staff**

### **Students**

We recognise that children who are abused, have witnessed violence or suffer extreme problems may be severely affected by their circumstances. Their behaviour may display as being withdrawn or challenging and defiant.

We will endeavour to support students by:

- An ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- A behaviour policy which aims to support vulnerable students by criticising behaviour and not the person.
- Ensuring they are offered appropriate support through the school’s pastoral system and the curriculum.
- Monitoring attendance and keeping the appropriate authorities informed of any concerns.
- Offering support to identified students who have child protection plans.
- Liaising with other agencies to support the students.
- Ensuring appropriate information is transferred to a new school immediately a pupil with a child protection plan leaves Tapton.
- Ensure that decisions made put the safety and well-being of the child first.
- A poster/leaflet in every form room explaining the role of safeguarding and members of the team.
- will ensure that parents are aware of this policy and that it is available via the school website
- will respect parents and children’s need for privacy
- will respect families from different backgrounds and cultures as long as it does not put the child at risk
- when making a referral will share all information with parents unless it places the child at risk, hamper a criminal investigation or in cases of suspected sexual abuse or fabricated and induced illness

## Parents

We will:

- Encourage an open and honest relationship with school and ensure that parents have an understanding of the responsibility placed on staff with regard to safeguarding.
- Discuss any safeguarding needs of a child/young person with their parent/carer as early as possible so that parents and carers are involved at all stages of the student's education and care.
- Arrange meetings at times and in locations that parents/carers can attend and feel comfortable so that their views can be listened to.
- Seek the consent of the student and parent/carer before sharing information.
- Support and advise parents on issues relating to their children and agree any requests for support that may be identified wherever possible.
- Issue a leaflet giving a summary of key safeguarding information to parents of new starters.
- Where reasonably possible we will ask parents/carers to provide us with more than one emergency contact number for each pupil.

## Staff

We will give clear guidance to staff on how to work safely with children. Guidance will cover:

- Staff responsibilities with regard to safeguarding
- Appropriate contact with students (See Appendix D)
- Working in one to one situations with students
- Avoiding situations where allegations may be made against them
- All staff will be kept informed of safeguarding procedures through information in the staff handbook, on the shared drive in the safeguarding folder and through regular briefings. These will include expectations, definitions of and recognition of abuse (see Appendix E) and procedures to be followed and records kept.
- New staff will be given safeguarding training as part of the induction process
- Supply teachers, volunteers and visitors to the site will be informed of our safeguarding procedures and informed who to report to in the case of concerns.
- We will follow safeguarding board procedures where an allegation is made against a member of staff or volunteer (See Appendix F).
- It is the responsibility of the PFI contractor to ensure that their employees meet safeguarding recruitment standards. We will ask for written confirmation that this is the case and inform their staff of our school procedures.

## Confidentiality

When talking to students it is vital that staff make clear that some issues relating to their safety cannot be kept confidential and that if they disclose such matters they will have to be shared with appropriate adults (parents, DSL or other agencies) depending on the circumstances.

All child protection and safeguarding issues should be dealt with in a confidential manner and only staff who are involved with the student should be informed, as deemed appropriate by the DSL. The student's views should be considered and they should be informed of the action which will be taken.

The DSL/Head Teacher will decide which other staff, if any, need to know of the case. Please do not discuss child protection or safeguarding issues with other colleagues unless this has been agreed to be necessary.

### **Record keeping**

- All records relating to safeguarding and child protection will be kept following Safeguarding Sheffield Children Partnership guidelines.
- All concerns about safeguarding or child protection must be recorded by the person who identifies or is informed of a concern by a pupil, parent or member of staff on using the Bromcom SMIS. (*Schools Management Information System*)
- All subsequent communications or actions relating to the pupil concerned should be logged on their safeguarding log. New logs are to be created on the student records on the secure BROMCOM system.
- All safeguarding and child protection files and subsequent information is stored in the student's own Bromcom files. These are only accessible by Safeguarding staff. Any information received on paper will be scanned onto the system and stored electronically, the paper copy is then shredded and disposed of in confidential waste.
- Closed cases are stored digitally for 99 years on MStore.

### **Pupils transferring to another School**

The following procedures will take place if a pupil with a Child Protection Plan transfers to another school:

- the case social worker will be contacted by the DSL
- Child protection records will be passed on (separately from the main school file) to the DSL at the receiving school (records should always follow the child).

### **Physical Intervention/positive handling**

- we acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person
- any incidences should be recorded and signed by a witness
- Staff who are likely to need to use physical intervention will be appropriately trained
- physical intervention which causes injury or distress to a child may be considered under child protection or disciplinary procedures
- we recognise that touch is appropriate if needed to meet the needs of the child and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries

### **Working with students in specialist areas e.g. Drama, Music and P.E. (see APPENDIX H)**

When photographic or video footage is recorded we will;

- Seek parental consent for images or footage taken (this is through admissions data collection)
- Only use the child's first name with an image
- Ensure that children are appropriately dressed

- Encourage children to tell us if they are worried about any photographs that are taken of them

When putting on a theatre production, musical event or sports fixture:

At the outset of the event we will:

- Undertake a risk assessment and monitor risk throughout the event process
- Identify at the outset the person who will have designated responsibility for child protection
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting
- Ensure that the children are supervised by a responsible adult at all times

**When students take part in residential visits. We will:**

- Undertake a risk assessment and monitor risk throughout the event process
- Identify at the outset the person who will have designated responsibility for child protection
- We will ensure that appropriate sleeping arrangements are put in place to protect students
- Adults should sleep in separate but nearby sleeping quarters and attention should be given to adequate provision for each gender.
- Separate sleeping areas need to be provided for those above and those below the age of 16. Where this is not possible, arrangements need to be made to ensure adequate separation of the age groups within the sleeping accommodation.
- Attention also needs to be given to safe access for the children and young people to staff and to toilet facilities during the night.

**Home-Stays in UK**

- If the school arranges the home-stay, we will obtain an enhanced DBS for everyone in the home aged over 18 years old.
- Schools are “free to decide” if they should get enhanced DBS checks for those who are 16 or 17 years old.
- There will be no charge for these DBS checks as they are for volunteers.

**One to one contact**

On occasion, one-to-one contact will be unavoidable, in such cases:

- Make sure it is for as short a time as possible.
- Ensure you remain accessible to others.
- Tell someone where you are going, what you are doing and why.
- Try to move with the child/young person to areas where there are more people.
- Try to avoid unnecessary physical contact.

**Allegations against staff or volunteers**

Procedures are in place for students, parents or staff to share concerns they have about members of staff or volunteers. All such complaints will be brought immediately to the attention of the Head Teacher (or Assistant Head) so that appropriate action may be taken.

If the allegation concerns alleged minor physical contact or verbal abuse this will normally be dealt with under the school’s complaints procedures.

If the allegation is that the member of staff or volunteer has behaved in a way that has harmed or may have harmed a child, or possibly committed an offence related to a child, or behaved in a way

that makes them unsuitable to work with children, the Head Teacher will be informed immediately and will follow the procedures laid down by the safeguarding board (Appendix F).

The record of any allegation against a staff member is scanned to a secure folder on MStore. Current issues are kept digitally and are only accessible by the DSL.

## **Monitoring and Evaluation**

### **A continual process of:**

Local Governing Body (LGB) visits to school

- regular SLT discussion with children and staff
- pupil surveys and discussion and listening to children
- scrutiny of attendance data
- scrutiny of LGB minutes
- reviewing logs of bullying/racist/behaviour incidents for SLT and LGB to monitor
- review of parental concerns and parental surveys
- review of any 'nurture groups' or small group work with vulnerable children

## **Monitoring the Effectiveness of the Policy**

Annually the effectiveness of this policy will be reviewed by the DSL, the Headteachers, the designated governor and any recommendations for improvement made to the Local Governing Body. A safeguarding audit will be undertaken regularly.

## **Whistle-blowing**

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so
- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Local Area (LADO) following the Whistleblowing Policy
- Whistle-blowing regarding the Headteacher should be made to the Designated Officer of the Local Governing Body whose contact details are readily available to staff on the school website.

All staff should be aware that they can get advice from the NSPCC Whistleblowing helpline: 0800 028 0285

## **APPENDIX A**

### **Tapton School Safeguarding and Child Protection Procedures**

Our procedures are designed to safeguard children in a range of situations

1. Where circumstances may be affecting children's health and development
2. Where there are suspicions of abuse
3. Where there are allegations of abuse

Our aim is always to take the appropriate actions for the best outcome for each individual.

#### **Safeguarding procedures**

- If a report of a concern is received by staff, parent or pupil to the pastoral team or DSL/ DSD, this must be recorded on agreed forms. DSL/DSD must be informed. (Appendix G)
- Speak to the pupil, collect information, record further details.
- Check with other agencies for involvement and share information.

#### **DSL/DSD to decide action required**

1. If none is required or the family are to take action - keep under review
2. If school action only is appropriate, internal support to be arranged
3. If required, complete a FCAF which can lead to involvement of other agencies. e.g. MAST team, school nurse, Corner, educational psychologist etc. using appropriate referral procedure.
4. Share any information where appropriate.
5. Attend relevant inter-agency meetings.
6. Date, time and outcome of all meetings to be recorded on the safeguarding log (Appendix H)
7. Records of subsequent interagency meetings to be stored with these.

#### **Child protection procedures**

In any case where abuse is suspected or alleged, or significant harm has occurred or might occur, Child Protection procedures must be followed. The matter must be dealt with quickly and effectively. If necessary, staff should ask for cover so that they can report or follow up on the issue immediately.

A written, dated and signed record of the safeguarding/ child protection form should be completed and passed to the DSL/DSD.

The DSL and DSD will discuss the options available, consult with the Safeguarding Children Advisory Service if necessary and discuss with the young person the actions to be taken. The parent/carer will be consulted unless this will compromise the child's safety. Where necessary a telephone referral to social services will be made. Concerns will be recorded and confirmed in writing.

#### **Key Contact within School**

Mrs K Tabani                      Ext. 1125

# Referring a safeguarding concern to Children's Social Care

Sheffield Safeguarding Hub **0114 273 4855**

Professionals and members of the public can call **0114 273 4855** at any time. They will be put through to a social worker to discuss safeguarding concerns about a child or young person.

The Sheffield Safeguarding Hub Office hours are from 8.45am to 5.15pm (Monday to Thursday) and 8.45am to 4.45pm (Friday) at all other times including Bank Holidays, calls will be responded to by the Emergency Duty Service.

This going to change from April 2020

“From 1st April 2020 we are moving to having a single point of contact for MAST referrals. This means that you will no longer have to know which MAST area the family’s home address fall into when sending in referrals, they will all go to our central Early Help Screening Team who will be co-located with the Sheffield Safeguarding Hub. The Early Help Screening Team in the Safeguarding Hub will contact referrers and families as standard as part of our screening and decision-making process to ensure that the support that we offer will meet the family’s needs.”

## MAST & Social Care contact details

<b>N O R T H</b>	<p style="text-align: center;"><b>North Prevention &amp; Assessment Team (PAT):</b> Sorby House, 42 Spital Hill, Sheffield, S4 7LG Tel: <b>2039591</b> Fax: <b>2331042</b></p> <p style="text-align: center;"><b>North Children's Social Care, long term</b> Tel: <b>2039591</b> <b>North MAST</b> Tel: <b>2331189</b> Email: <a href="mailto:northmast@sheffield.gov.uk">northmast@sheffield.gov.uk</a></p>
<b>E A S T</b>	<p style="text-align: center;"><b>East Prevention &amp; Assessment Team (PAT):</b> First Floor, Shortbrook Primary School, Westfield Northway, S20 8FB Tel: <b>2037463</b> Fax: <b>2053639</b></p> <p style="text-align: center;"><b>East Children's Social Care, long term:</b> Stadia Technology Park, Block D, 60 Shirland Lane, S9 3SP Tel: <b>2037463</b> Fax: <b>2037510</b></p> <p style="text-align: center;"><b>East MAST</b> Tel: <b>2053635</b> Email: <a href="mailto:eastmast@sheffield.gov.uk">eastmast@sheffield.gov.uk</a></p>
<b>W E S T</b>	<p style="text-align: center;"><b>West Prevention &amp; Assessment Team (PAT):</b> Old Sharrow Junior School, South View Road, S7 1DB Tel: <b>2734491</b> Fax: <b>2036370</b></p> <p style="text-align: center;"><b>West Children's Social Care, long term</b> Tel: <b>2734491</b> Fax: <b>2036370</b> <b>West MAST</b> Tel: <b>2506865</b> Email: <a href="mailto:westmast@sheffield.gov.uk">westmast@sheffield.gov.uk</a></p>
	<p><b>Safeguarding Adults:</b> Tel: <b>2736870</b></p>
	<p><b>Sheffield Sexual Exploitation Service:</b> Tel. <b>2018645</b> for advice Referrals must be made directly to Children's Social Care (see contact details above)</p>

### Sheffield Safeguarding Children and Independent Reviewing Service:

**Child Protection Enquiry Team (CPET)** Tel: **2734925**

**Local Authority Designated Officer (LADO) and Prevent:**

- **Steve Hill**, tel. **2734850**
- To make a referral, download the [LADO referral form](#), complete & email to [lado@sheffield.qcsx.gov.uk](mailto:lado@sheffield.qcsx.gov.uk) or fax to **2734628** or **2736239**

**Education Safeguarding Children Advisors:**



<ul style="list-style-type: none"> <li>• <b>Bea Kay</b>, tel. <b>2735655</b> or email <a href="mailto:bea.kay@sheffield.gov.uk">bea.kay@sheffield.gov.uk</a></li> <li>• <b>Flora Bandele</b>, tel. <b>2053714</b> or email: <a href="mailto:flora.bandele@sheffield.gov.uk">flora.bandele@sheffield.gov.uk</a></li> </ul>
<p><b>Early Years Safeguarding Children Advisor:</b></p> <ul style="list-style-type: none"> <li>• <b>Val Linnett</b>, tel. <b>2735484</b> or email <a href="mailto:val.linnett@sheffield.gov.uk">val.linnett@sheffield.gov.uk</a></li> </ul>
<p><b>Child Protection Coordinators</b> - advice about child protection conferences, Female Genital Mutilation (FGM), Honour Based Violence and Forced Marriage</p> <ul style="list-style-type: none"> <li>• Tel. <b>2735129</b> or <b>2734934</b></li> <li>• For disagreements about whether a conference should be held about a child, the <a href="#">Effective Challenge and Escalation</a> procedure should be followed.</li> </ul>
<p><b>Independent Reviewing Service</b> - concerns relating to the reviewing or monitoring of care plans for looked after children</p> <ul style="list-style-type: none"> <li>• Tel. <b>2734994</b></li> </ul>
<p><b>Substance Misuse Advisor</b>, Mandy Craig:</p> <ul style="list-style-type: none"> <li>• Tel. <b>2058214</b> or mail <a href="mailto:Mandy.Craig@sheffield.gov.uk">Mandy.Craig@sheffield.gov.uk</a></li> </ul>
<p><b>Licensing Officer</b> - advice about safeguarding children on licensed premises and taxi and hospitality services</p> <ul style="list-style-type: none"> <li>• <b>Julie Hague</b>, tel. <b>2736753</b> or email <a href="mailto:Julie.Hague@sheffield.gov.uk">Julie.Hague@sheffield.gov.uk</a></li> </ul>
<p><b>Safeguarding Children Training</b>, tel. <b>2734530</b></p>
<p><b>Child Death Overview Panel (CDOP)</b> - for information or advice about a child who has died or about CDOP policies and procedures</p> <ul style="list-style-type: none"> <li>• CDOP Manager, tel. <b>2053846</b> or email <a href="mailto:Karen.Bennett@sheffield.gov.uk">Karen.Bennett@sheffield.gov.uk</a></li> <li>• Business Support Manager, tel. <b>2039669</b> or email <a href="mailto:Robert.Phizacklea@sheffield.gov.uk">Robert.Phizacklea@sheffield.gov.uk</a></li> </ul>
<p><b>There are also links included on all the policy and procedures pages and the 'Briefings and Guidance' on the Safeguarding Sheffield Children website, in the <a href="#">Schools and other education settings</a> section.</b></p>

## APPENDIX B

### Guidance on Dealing with Disclosures

If a pupil tells you that he/she is suffering abuse or explains that an injury has been caused by someone else, this must be dealt with seriously.

#### **What to do**

1. Take the child seriously and remain calm and reasoning
2. Give the child time to talk to you in private. Do not press for evidence or ask leading questions, but make sure that you have a clear understanding of what is being said.
3. Reassure the child that they have done the right thing in telling and that they are not to blame for what has happened.
4. Do not agree to total confidentiality – explain that you need to get help from someone else.
5. Inform the DSL or DSD who will either take over or give guidance on what should happen.
6. Create an incident on BROMCOM. Write a detailed account of what you were told and saw. (*O:\SAFEGUARDING\Admin Procedures for Safeguarding\record keeping*) Include dates and times, who was involved and, if there are injuries, what signs are visible. The DSL will receive an alert to respond to the incident.
7. **Confidentiality is vital.** The DSL, DSD, Assistant Headteacher and Headteachers will decide which other staff, if any, need to know of the case. Please do not discuss safeguarding issues with anyone else unless they have a need to know.
8. If the allegation refers to a member of staff, this must be referred directly to the Headteacher. In the event of an allegation against the Headteacher, this should be referred to the Chair of Governors. (See Appendix G for details)

## **APPENDIX C**

### **Training**

Whole school in-service training on safeguarding and child protection issues will be organised by the DSL to ensure all staff receive regular appropriate training, at least yearly.

The DSL and Deputies will attend the LA's dedicated training and have refresher training every year.

All newly recruited staff will undergo safeguarding training as part of their induction to the school.

At the start of each school year, a safeguarding update will be given to a whole staff meeting and attention will be drawn to requirements, procedures and materials available in the handbook and on the shared drive.

Safer recruitment training has been undertaken by:

Kat Rhodes	Headteacher
Steve Rippin	Assistant Headteacher
Danny Stewart	Assistant Headteacher
Debra Kirkham	Business Manager
Andrew Wright	Senior Assistant Headteacher
Jo Shepherd	PA and HR

Staff have completed face to face training delivered in school between October 2019 and February 2020 by Sheffield Children Safeguarding Partnership (SCSP)

## **APPENDIX D**

### **Definitions of Abuse**

**General Definition: (updated from SSCB website)**

**Abuse is a form of maltreatment of a child or young person under 18 years old. 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 (e.g. via the internet). They may be abused by an adult or adults or another child or children. All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Child abuse covers a wide area and includes four distinct categories:**

#### **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 or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

#### **Emotional Abuse:**

This is the persistent emotional maltreatment of a child or young person such as to cause severe and adverse effects on their emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them 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 them, including interactions that are beyond their developmental capability as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyberbullying), causing children and young people to frequently feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, although it may occur alone.

#### **Sexual Abuse:**

This involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are 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
- 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:**

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of their 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 them from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment It may also include neglect or being unresponsive to their basic emotional needs.

## **RECOGNISING SIGNS OF ABUSE**

These lists are **possible** indicators of abuse. Many of these signs could have other explanations.

### **Signs of physical abuse**

Unexplained or untreated injuries or burns, and improbable excuses given to explain injuries. Refusal to discuss injuries. Admission of punishment that appears excessive. Fear of parents being contacted. Withdrawal from physical contact. Fear of returning home or of medical help. Self-destructive tendencies. Aggression towards others.

### **Signs of emotional abuse**

Physical, mental and emotional development lags. Admission of punishment which appears excessive. Over reaction to mistakes. Continual self-deprecation. Sudden speech disorders. Fear of new situations. Inappropriate emotional responses to painful situations. Neurotic behaviour (rocking, hair twisting, thumb sucking etc). Self-mutilation. Fear of parents being contacted. Extremes of passivity or aggression. Drug or solvent abuse. Running away. Compulsive stealing or scavenging.

### **Signs of neglect**

Constant hunger. Poor personal hygiene. Constant tiredness. Poor state of clothing. Emaciation. Frequent lateness or non-attendance at school. Untreated medical problems. Destructive tendencies. Low self-esteem. Neurotic behaviour. No social relationships. Running away. Compulsive stealing or scavenging.

### **Signs of sexual abuse or exploitation**

Sudden changes in behaviour or school performance. Displays of affection in a sexual way inappropriate to age. Tendency to cling or need constant reassurance. Tendency to cry easily. Regression to younger behaviour. Complaints of genital itching or pain. Bladder problems. Distrust of a familiar adult, or anxiety about being left with a relative, baby sitter or lodger. Depression and withdrawal. Apparent secrecy. Wetting, day or night. Sleep disturbances or nightmares. Anorexia or bulimia. Self-mutilation, attempted suicide, frequent running away. Unexplained pregnancy. Fear of undressing for PE. Phobias or panic attacks. Students having contact or meetings with people they do not know or posting inappropriate images of themselves on the internet are a cause for concern, students having unusual amounts of money or possessions.

## Female genital mutilation (FGM)

**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.**

**FGM is illegal in the UK & in October 2015 it became mandatory for teachers, social workers & health professionals to report 'known' cases of FGM to the Police.**

When FGM involves girls under 18 it is classified as child abuse with potential for long-lasting harmful physical and psychological consequences. Girls who are threatened with, or have undergone FGM may withdraw from education, affecting their educational & personal development; they may feel unable to oppose the wishes of their parents & may suffer emotionally as well as physically.

Indicators: The girl's community or country of origin is high risk of FGM plus the girl:

- Has a mother or female relative who has had FGM
- Is uncomfortable walking, sitting or standing
- Spends longer than usual in the toilet
- Has frequent urinary, menstrual or stomach problems.
- Has prolonged or repeated absences from the education setting Or you may overhear references to being cut, closed, circumcised or other terms Staff may also become concerned about a female pupil because:
- She appears anxious, depressed and withdrawn
- Her educational performance, aspirations or motivation may decline
- Her friends report their concerns Girls may be most at risk during the summer holiday, so pay particular attention in the summer term, & when girls return in the autumn.

**Education settings can create an 'open' and supportive environment by:**

- **Circulating & displaying materials about FGM**
- **Raising mandatory reporting duty & awareness of FGM among all staff, through e.g. training, briefing sessions, guidance, etc.**
- **Ensuring that the safeguarding team is fully aware of the issues around FGM**
- **Introducing FGM into the school curriculum within relevant classes, such as PSHE, Sex & Relationship Education (SRE), Science & Citizenship.**

## Actions

We will:

- Talk to pupils/students about FGM professionally & sensitively
- Explain that FGM is illegal in the UK and that they will be protected by the law
- If you are concerned that a pupil/student is at immediate risk of, or has undergone FGM, you must inform your Designated Safeguarding Lead or Deputy (DSL/D) immediately
- Teachers must also report 'known' cases of FGM direct to the police by ringing 101

### The DSL/D must:

- Make an immediate referral into Children's Social Care for further investigation alongside the Police and health services
- Talk to the pupil/student about why they have made a referral (particularly if against their wishes)

### Staff should not:

- Examine a student (unless part of their normal personal care, e.g. nappy-changing, disability care etc.)
- Treat such concerns as a 'domestic' issue
- Ignore what the student has told them or dismiss the need for immediate protection
- Decide that it is not their responsibility to follow up the allegation
- Discuss their concerns with the student's family or community, in advance of any enquiries by the police, adult or children's social care

**In all situations the girl should be offered counselling and medical help, and assess other related females who may be at risk. Agencies will always work with parents & wider family, community leaders & organisations to prevent and educate about the abuse and its consequences.**

## Child sexual exploitation (CSE)

**Child sexual exploitation (CSE) 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.**

The school has adopted the following procedure for handling cases of CSE, as outlined by the DfE:

### Step one – Identifying cases

School staff members are aware of and look for the key indicators of CSE, these are as follows:

- Acquisition of money, clothes, mobile phones etc. without plausible explanation
- Gang association and/or isolation from peers & social networks
- Exclusion or unexplained absences from school, college or work
- Leaving home or care without explanation and persistently going missing or returning late
- Excessive receipt of texts & phone calls
- Returning home under the influence of drugs or alcohol
- Inappropriate sexualised behaviour or sexually transmitted infections for age
- Evidence or suspicions of physical or sexual assault
- Relationships with controlling or significantly older individuals or groups
- Multiple callers (unknown adults or peers)
- Frequenting areas known for sex work
- Concerning use of internet or other social media
- Increasing secretiveness around behaviours
- Self-harm or significant changes in emotional well-being

#### **Step two – Referring cases**

Any member of staff who suspects or receives information that a child or young person may be involved in sexual exploitation, including suspicion that they are being groomed or exploited online, should refer their concerns to their Designated Safeguarding Lead or Deputy, who will refer the matter to Children’s Social Care.

**Governors, Management Committees and the senior management of all education settings need to make clear their commitment to deal effectively with Child Sexual Exploitation (CSE).**

**We will ensure that:**

- **we identify to staff & students a trained and regularly updated Child Sexual Exploitation (CSE) Lead**
- **all staff are made aware of and understand CSE indicators and referral pathways**
- **students are taught (age-appropriately) about:**
  - **CSE and how to protect themselves and each other**
  - **Healthy (including sexual) relationships, peer pressure, bullying, online-safety, gang activity etc. and how these topics can relate to CSE**
- **pupils/students know who to go to for help and support, and who to report CSE concerns to, both inside and outside the education setting**
- **relevant staff work in partnership with other agencies**



- **procedures are in place to continually gather, record and share CSE information with the Sheffield Sexual Exploitation Service as soon as practicable, including ongoing data on Pupils/students who run away or go missing**
- **we consider effective ways of raising awareness of CSE with parents and carers**

## **Preventing Extremism and Radicalisation**

## **APPENDIX E**

### **Extremism is defined as:**

- Opposition to fundamental values, e.g. democracy, law, liberty, respect & tolerance of other faiths & beliefs;
- Including e.g. far right views, animal rights activism, & some religious fundamentalism

Protecting students from these risks is similar to protecting them from harm and abuse. The Prevent programme must not involve any covert activity against people or communities. However, specified authorities may need to share personal information, e.g. to ensure that a student who is at risk of radicalisation is given appropriate support.

### **Factors making students vulnerable include:**

- Pressure from peers & others or the internet
- Crime against them or involvement in crime
- Anti-social behaviour and bullying
- Family tensions
- Race or hate crime
- Lack of self-esteem or identity
- Personal or political grievances If you think a student might be at risk:
- Inform your DSL/D immediately
- The DSL/D can assess the needs of the student & their family with their consent with the Family Common Assessment (FCAF)
- If needs are identified, you can support the student and their family e.g. within school, the Multi-Agency Support Teams (MAST) & a 'team around the family' meeting
- If the concern is serious or immediate, the DSL/D will refer this straight away to Children's Social Care
- If necessary, a strategy meeting will be held with Social Care, the Police & other agencies
- Where necessary, accessing additional support to reduce vulnerability through the Channel Programme will be considered

**Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties. We will actively assess the risk of children being drawn into terrorism. Staff will be alert to changes in children's behaviour which could indicate that**

**they may be in need of help or protection. Staff will use their professional judgement to identify children who may be at risk of radicalisation and act appropriately – which may include making a referral to the Channel programme. The school will work with the LSCB as appropriate.**

### **Training**

- The school's designated safeguarding lead has undertaken Prevent awareness training and has provided advice and support to other staff on how to protect children against the risk of radicalisation.
- The designated safeguarding lead has held formal training sessions with all members of staff to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation.
- The designated safeguarding lead will consider whether a situation may be so serious that an emergency response is required. In this situation, a 999 call will be made. However, concerns are most likely to require a police investigation as part of Channel, in the first instance.

### **ICT policy**

The school will ensure that suitable filtering systems are in place to prevent children accessing terrorist and extremist material.

### **Extremist speakers**

The school's Lettings Policy prevents speakers who may promote extremist views from using school premises.

### **Building children's resilience**

The school will:

- Provide a safe environment for debating controversial issues.
- Promote fundamental British values, alongside students' spiritual, moral, social and cultural development.
- Allow students time to explore sensitive and controversial issues.
- Provide students with the knowledge and skills to understand and manage potentially difficult situations, recognise risk, make safe choices and recognise where pressure from others threatens their personal safety and wellbeing.
- Equip students to explore political and social issues critically, weigh evidence, debate, and make reasoned arguments.
- Teach students about how democracy, government and law making/enforcement occurs.
- Teach students about mutual respect and understanding for the diverse national, regional, religious and ethnic identities of the UK.

## Resources

The school will utilise the following resources:

- The LSCB
- Local police (contacted via 101 for non-emergencies)
- The DfE's dedicated helpline (020 7340 7264)

## Forced Marriage (FM)

Forced marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence (not arranged marriage). Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as a school or through a third party. Always call either Children's Social Care/MAST in your local area or the Forced Marriage Unit 020 7008 0151.

## Honour Based Violence (HBE)

Honour Based Violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with traditional beliefs or their culture. HBV can include domestic abuse, threats of violence, sexual or psychological abuse, being held against your will, FGM, forced marriage and practices such as breast ironing. All forms of HBV are abuse and should be treated as any other type of abuse and reported immediately to the CPLO. HBV might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that are not traditional within their culture

HBV can affect both sexes although women and girls are the most common victims.

## Children Missing Education (CME)

A child going missing from education (particularly on repeat occasions) is a potential indicator of abuse or neglect and may also be an indicator of travelling to conflict zones, sexual exploitation, FGM and forced marriage.

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

- are being home educated
- have ceased to attend and no longer live within reasonable distance of the

school

- have been certified by the school medical officer as unfit to attend school before ceasing to be of compulsory school age
- are in custody for more than four months and school does not believe they will be returning to school after the end of that period; or
- have been permanently excluded

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent for a continuous period of 10 school days or more.

## **SEND**

Identifying pupils with SEND: A pupil has SEND where their learning difficulty requires special educational provision different from or additional to that normally available. Many safeguarding issues will overlap with the pupils SEND needs. Three times more likely to be abused, these children can have a vast range of complex needs, from physical difficulties and sensory impairments to communication and interaction difficulties and difficulties with cognition and learning. Additional barriers can exist when recognising abuse and neglect in this group of children.

We recognise:

- Assumptions can be made that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers may prevent them from disclosing abuse.

We recognize that additional resources (e.g. a signer) may be required for these children to have the opportunity to give their account of abuse and their wishes and feelings heard. The staff who are best understand their condition and difficulties should support them throughout an investigation.

## **Peer-on-peer abuse**

Peer abuse is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others.

All staff should be aware of safeguarding issues from peer abuse including:

- Bullying (including cyber bullying)
- Gender based violence
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence and sexual harassment, sexting (also known as youth produced sexual imagery)
- Racist, homophobic or gender related issues,
- Initiation ceremonies/hazing type violence and rituals.

This abuse can:

- Be motivated by perceived differences e.g. on grounds of race, religion, gender, sexual orientation, disability or other differences

- Result in significant, long lasting and traumatic isolation, intimidation or violence to the victim; vulnerable adults are at particular risk of harm Children or young people who harm others may have additional or complex needs themselves, e.g.:
- Cause significant disruption in their own lives
- Result in exposure to domestic abuse or witnessing or suffering abuse
- Result in educational under-achievement

School staff should discuss all concerns with their Designated Safeguarding Lead and Deputy, have to make their own judgements about each specific case and should use the guidance on this page to help

We will:

- apply the child protection procedures to both the victim and alleged abuser (under 18 years of age)
- put the victim's welfare first if there is any conflict of interest
- ensure all abusers are held accountable for their behaviours
- ensure early referral and intervention
- recognise that comprehensive assessment and therapeutic intervention by skilled child care professionals is needed
- the risk of peer on peer abuse will be minimised through assemblies, PSHE, anti-bullying ambassadors
- School issue a clear statement that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or part of "growing up" by staff training to understand what peer on peer abuse is and how school deals with it.
- recognition of the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys' perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously
- all peer on peer abuse will be taken seriously; and the different forms peer abuse can take, such as: sexual violence and sexual harassment, see section below
- all peer on peer abuse recorded on the pupil's school file

### **Sexual Violence and Sexual Harassment between children in schools**

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 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 are at greatest 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" or "just having a laugh."

- Challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras, up-skirting and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

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

## **Anti-bullying**

School policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **Racist Incidents**

Action regarding racist incidents is set out in our behavior policy and acknowledges that repeated racist incidents or a single serious incident will be dealt with accordingly. We keep a record of racist incidents.

## **Contextual Safeguarding**

Contextual Safeguarding is an approach to safeguarding children and young people which responds to their experiences of harm outside of the home. Contextual Safeguarding requires that an assessment of a young person takes into account the social or public environment (peer group, school, and neighbourhood) in which they operate, as well as their family or private environment. As children get older, they spend more time in public spheres and become increasingly influenced by them.

- School will work to identify and respond to risks facing pupils/young people
- School will work to assess risks and intervene beyond the boundaries of their own home.
- School will work with partner agencies such as social care, police, licencing, parks and trading standards

<https://www.contextualsafeguarding.org.uk/publications/webinars-videos-and-podcasts>

## **County Lines**

- County Lines is the organised criminal distribution of drugs from big cities into smaller towns and rural areas using children and vulnerable people.
- The influence of County Lines is nationwide.
- Street gangs are the hub of County Lines

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

## **Domestic Violence**

The definition changed in 2013 (Home Office circular 003/2013) to 'Any incident or pattern of incidents of controlling, coercive or 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'. This can encompass but is not limited to the following types of abuse:

- psychological

- physical
- sexual
- financial
- emotional

We use the term domestic abuse to reflect that in addition to violence a number of abusive and controlling behaviours are involved:

- Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse
- The signs and symptoms of a child suffering or witnessing domestic abuse have been likened to post-traumatic stress disorder and are similar to other forms of abuse or neglect.
- This definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

## **Online Safety**

The risks to our children through the misuse of information technology include:

- Inappropriate contact: from people who may wish to abuse, exploit or bully them
- Inappropriate conduct: because of their own and others' online behaviour, e.g. the personal information they make public on social networking site, cyberbullying
- Inappropriate content: being able to access or being sexually explicit, racist, violent, extremist or other harmful material, either through choice or in error
- Commercialism: being the targets of aggressive advertising and marketing messages
- Enabling viruses and spyware by careless or misinformed use of their or others computers, smartphones, tablets or games consoles
- School have robust filtering and monitoring systems in place

## **Disqualification under the Childcare Act 2006**

Changes to Disqualification under the Childcare Act 2006, as amended by the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulation 2018 have been made, following a consultation into Disqualification under the Childcare Act 2006. The new legislation came into force on 31st of August 2018.

In the recent past, staff providing child care could, in certain circumstances, be prohibited from working with children because of the convictions made by someone who lives in their household. This is no longer the case.

Disqualification by Association now only applies in domestic premises, not to schools. However, staff working in child care may still be disqualified because of offences committed by themselves. Relevant people include anyone working with children of reception age or younger and children between five and eight years old in an out of school setting (like breakfast clubs or afterschool care).

All staff must be aware their 'relationships and associations' (including online) may have a safeguarding implication

The guidance from Disqualification by Association 2006 (as amended) and Keeping Children Safe in Education 2018 says that schools should remind all staff, not just those working with under-8s,

that their 'relationships and associations' (including online) may have an implication for the safeguarding of pupils, and if there are concerns about that, the school should be told.

Relevant staff for childcare must self-declare that they are not disqualified.

### **Volunteers**

- We must risk assess volunteers to decide whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.
- All risk assessments must be recorded.

### **Alternative Provision (AP)**

School will ensure they have a written statement from the Provider confirming they have completed all vetting and barring checks.

### **Homelessness**

Being homeless, or being at risk of becoming homeless presents a safeguarding risk to a child's welfare. If we are concerned that a family is at risk of homelessness, with parental permission, the DSL/DSD will contact the Local Housing Authority and a referral to MAST may be made. Indicators that a family may be at risk include household debt, rent arrears, domestic abuse and anti-social behaviour.

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

Children with family members in prison are at risk of poor outcomes and safeguarding issues such as peer on peer abuse, stigma, isolation, poverty and poor mental health. The DSL / DSD will ensure that all staff will be made aware of the circumstances of such families so that they can be extra-vigilant to any safeguarding concerns. NICCO (<https://www.nicco.org.uk/>) provides information to support professionals working with offenders and their children.



## **Allegations of abuse against staff in education settings**

### **These procedures apply where an adult who works (paid or unpaid) with children or young people in an education setting has:**

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

### **Employers have a duty of care to employees and should:**

- Act to minimise the stress in this process
- Inform employees as soon as possible unless the police object
- Provide appropriate support
- Appoint a named person to keep the employee informed of the progress of the case
- Advise about contacting a trade union representative
- Give access to welfare counselling or medical advice if provided by the employer
- Maintain confidentiality
- Advise all parties about reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school or college

### **All allegations should be:**

- Dealt with by the Head Teacher, Principal or Chair of Governors
- Responded to quickly, fairly and consistently, protecting the child/young person, whilst supporting the person subject to the allegation
- Systematically recorded by the LADO and Case Manager, detailing all decisions and actions taken

**The Case manager should inform the LADO immediately of all allegations that may meet the criteria so that they can consider nature, content and context and agree a course of action (see process checklist below)**

### **Considerations:**

- Apply procedures with common sense and judgement
- If the allegation is about physical contact, the strategy discussion should consider whether 'reasonable force' has been used
- All options to avoid suspension should be considered prior to taking that step
- If investigation by the police or children's social care is unnecessary, the Senior Manager should consider further options with the LADO
- Resignation/ ceasing service provision should not prevent an allegation being followed up
- 'Compromise agreements' must never be used
- Referral to the Disclosure and Barring Service (DBS) must be made if the criteria are met
- Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references (or in employee file of malicious)
- A phased return and/or the provision of a mentor may be appropriate if staff have been away from work during an investigation

**At the end of a case where the allegation is substantiated, the LADO should have a "learning the lessons" review with the Head teacher to identify any improvements that are required.**

**Local Authority Designated Officer (LADO):**  
**Tel. 2734850**

To refer, download the LADO referral form, complete and **securely** email to [lado@sheffield.gcsx.gov.uk](mailto:lado@sheffield.gcsx.gov.uk)

**Do not investigate this matter yourself, get advice and support from the LADO**

### **Definitions:**

- **Substantiated:** sufficient evidence to prove the allegation
- **Malicious:** sufficient evidence to disprove the allegation and a deliberate act to deceive
- **False:** sufficient evidence to disprove the allegation
- **Unsubstantiated:** insufficient evidence to prove or disprove the allegation, therefore not implying guilt or innocence

## Process Checklist:

- **Action required to secure the immediate safety or well-being of child/children:**
  - Does the child/young person need medical attention, to be removed from the scene of the incident, a member of staff to look after them until their mother, father or carer arrives?
- **Action required from Head Teacher/Chair of Governors or Head of Service:**
  - Do the police need to be involved immediately, e.g. if there is immediate risk to children or if an offence has been committed
  - Record dates/times of alleged incidents, details of those involved and any potential witnesses
  - Gather & secure already existing evidence, but **do not take statements**, this is a police role
  - Listen to the child/young person, encourage them to speak but do not lead or probe
  - Verify that the alleged event(s) could have happened: was the member of staff on duty and present when the alleged incident took place? Are there any witnesses?
  - **Contact the LADO immediately** if advice is needed, otherwise email the information via LADO referral form using **secure email only**

**The LADO will determine the nature and scope of the investigation and consultation with the police/social care; responsibility for employment matters rests with the employer but will form part of the advice given.**

- After consultation with the LADO, inform the accused person, providing them with as much information as possible, unless the police and Children's Social care are involved and need to agree what information to disclose
- Consider whether suspension is needed or if an alternative arrangement can be made until the allegation is resolved
- Inform mothers, fathers or carers as soon as possible unless police/social care need to be involved or a strategy discussion is required
- Contact your Human resources Service, especially if suspension or other action is being considered pending an investigation.
- Decide what, if anything, to tell other staff members, considering confidentiality, the views of the member of staff and their representative
- No details should be discussed with other people – staff must observe confidentiality
- All parties should be advised about reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school or college

### Useful web links/resources:

**Keeping Children Safe in Education Sept 2018, at:**

[O:\Safeguarding\Policies and Procedures](#)

**Working Together to Safeguard Children, DCSF 2010, at:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

**Sheffield Safeguarding Children Board Safeguarding & Child Protection Procedures, at:**

[O:\YM Safeguarding\Policies and Procedures\Gov policy and procedures docs\complete guidance from SSCB](#)

**Related policies and procedures on the Safeguarding Sheffield Children website (schools section): 'Abuse of Trust'; 'Behaviour Guidelines for staff and volunteers'; 'Governing Body Safeguarding Role'.**

## Photographs and images of children taken at performances and sporting events

- We recognise that here are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes.

Photographs can be used as a means of identifying children when they are accompanied with personal information, for example 'this is X who goes to such and such a school who likes playing football'. This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

- We have followed national and local authority guidelines to develop a policy in relation to the use of images of children and young people on our websites, programmes and other material. We will assess potential risks to students when making decisions about the type of images we use and the way they are used. We will take steps to ensure that parents support the policy. Use of names of individuals in a photograph should be limited and it is sensible to avoid use of any additional information that might help locate the child. Using only images of children in suitable dress may reduce the risk of inappropriate use. Parental permission to use an image of a young person must be sought in advance. If parents or other members of the public are intending to photograph or video an event they will be made aware of our policy. **The use of cameras or mobile phones and camera or filming capability in dressing rooms and other inappropriate environments is expressly forbidden.** If we permit the use of personal photograph taking, parents/carers will be advised that this is for personal use only and photos of other children must not be put on social media without the permission of the child's parent(s). Or we will announce at all performances that "Video and photography is not permitted during the performance".

# Showers & Changing Rooms

**All children and young people are entitled to respect and privacy when changing clothes or taking a shower.**

They need appropriate supervision which respects their chosen gender, their age & needs, to ensure:

- o their welfare, health & safety
- o that bullying does not occur
- o that they are not embarrassed

The supervising adults **must** have:

- o the correct gender balance
- o had up-to-date safeguarding training
- o a full understanding of appropriate behaviour with children and young people
- In public areas settings **must** ensure that pupils have separate facilities or different use times & are not changing or showering with the public
- Separate facilities must be provided for all chosen genders of your pupils
- Trans-gender students in particular may feel vulnerable in toilets and changing rooms because of unwanted attention, bullying or harm and should be offered unisex facilities or an individual changing cubicle as appropriate
- Individual coaching needs to be carefully managed so that staff and children or young people are not usually alone together
- Settings must be aware of, sensitive to and and carefully manage any issues relating to physical advantage, risk & participation for e.g. male-to-female transgender students, or during later stages of a transgender students puberty
- **If one-to-one work is required** ensure that the situation is risk-assessed and suitable safeguards are put in place prior to commencement
- Where physical contact between staff and a child or young person is necessary, it must be appropriate and comfortable for both parties
- Staff need to be aware of all gender, cultural or religious issues prior to initiating physical contact
- Staff need to be vigilant about their own behaviour and ensure they follow agreed guidelines
- If a pupil complains about any inappropriate behaviour it must be taken seriously and responded to appropriately

**The owners/managers of swimming pools are responsible for ensuring that:**

- o They comply with all health & safety regulations
- o Their setting & equipment is fit for purpose
- o They have an up-to-date safeguarding and child protection policy
- o Their staff are trained in safeguarding children & young people and have appropriate DBS & other recruitment checks completed
- o Have a designated member of staff for safeguarding & child protection
- o Staff, children & young people are aware of who to report any concerns to

**Staff should:**

- **Avoid physical contact with the child or young person when they are in a state of undress**
- **Avoid any visually intrusive behaviour**
- **Announce their intention to enter changing rooms**
- **Avoid remaining in the changing room unless required because of the child or young person's needs**

**Staff should not:**

- **Change in the same place as the children or young people**
- **Shower or bathe with the children or young people**
- **Assist with any personal care that the child or young person can do themselves**
- **Use mobile phones or other media equipment in toilet or changing room areas**

**Useful websites:**

- [Keep Children Safe in Sport, NSPCC Child Protection in Sport Unit](#)
- [Child Protection and Safeguarding in Sport](#)
- [Children 1st: Safeguarding in Sport](#)

## **Useful links**

[Safeguarding Sheffield Children. Policies and Procedures](#)

[Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015](#)

[Safeguarding Sheffield Children. Information for parents and carers.](#)

[Keeping Children Safe in Education](#)