

## Review of guidance

This guidance is reviewed annually, or more regularly where required, by the DSL [the Deputy Head (Pastoral)].

Last reviewed by:	Alice Martineau (DSL and Deputy Head (Pastoral))
Date last reviewed:	August 2020 (changes as shown)

### **FAQs: All staff should be able to answer the following questions related to the school's safeguarding and child protection policy**

- Where can copies of the school's Safeguarding and Child Protection policy be found?**  
On the Staff intranet and the School website.
- What does DSL stand for?**  
Designated Safeguarding Lead.
- Can you name the DSL and the five Deputy DSLs?**  
DSL: [Alice Martineau](#), Deputy Head (Pastoral)  
Deputies:
  - Chris Apaloo, Head of Lower School
  - Nick Hudson, Head of Middle School
  - Chris Webb, Head of Sixth Form
  - Andrew McBroom, Deputy Head (Co-curricular and Operations)
  - Sasha Massey-White, Pastoral and Wellbeing Advisor
- What are the main responsibilities of the DSL?**  
Main responsibilities include: first point of contact regarding safeguarding for all staff, pupils, parents and external agencies; maintain a record of pupil safeguarding concerns; oversee staff safeguarding training; review of safeguarding policies and procedures and links with Governors.
- How often should the DSL have training?**  
Officially at two-yearly intervals, but DSLs attend annual safeguarding conferences and other training or practice sharing events throughout the year.

6. **What protocols do we have in place for visiting speakers?**  
Staff are required to complete a Visiting Speakers Form (available on the intranet) which requires them to consider: “Do you have any concerns regarding the visiting speaker in relation to the Prevent legislation?”
- Where the invitation comes from a pupil in a club or society, the member of staff responsible should complete a Visiting Speakers Form on their behalf.
- Staff are briefed to alert Reception to the date and time of arrival of the visitor. All visitors are required to complete (electronically) a “Safeguarding and Child Protection Guidance for Visitors to City of London Form”. Staff must accompany the visiting speaker at all times.
7. **Which member of the Board of Governors is responsible for Safeguarding and Child Protection?**  
Rosie Gill is the Governor responsible for Safeguarding and Child Protection.
8. **Who is the first point of contact for parents, students and staff regarding safeguarding and child protection issues?**  
The DSL: [Alice Martineau](#), Deputy Head (Pastoral).
9. **What would you do if you suspect a child protection issue?**  
Report it to the DSL (or, in her absence, one of the Deputy DSLs) as soon as possible.
10. **What does KCSIE stand for?**  
Keeping Children Safe in Education: the regularly updated DfE statutory guidance, Part 1 of which is required reading for **all** staff. This was most recently reviewed and updated in September [2020](#).
11. **What is the Prevent Duty?**  
A statutory requirement for all schools to proactively prevent radicalisation and extremism.
12. **Who is the local authority Prevent lead?**  
[Ali Burlington](#) (see the cover page of the Safeguarding and Child Protection Policy).
13. **What does DO stand for?**  
Designated Officer (*previously the LADO, Local Authority Designated Officer*).
14. **Who is the DO for City of London?**  
Pat Dixon (see the cover page of the Safeguarding and Child Protection Policy).
15. **Under what circumstances would a referral be made to the DO and who would make this referral?**  
It would be made by the DSL in response to an allegation against a member of staff.
16. **Who would you go to if an allegation was made against: a member of staff; the Head, the DSL?**
- A member of staff: the DSL
  - The Head: the Chair of the Board of Governors
  - The DSL: the Head

17. **Is there a whistleblowing policy?**  
Yes (available on the Staff Intranet)
18. **What does 'whistleblowing' mean?**  
Disclosing a concern regarding pupil welfare, some danger, bribery, corruption, fraud or other unlawful or unethical conduct in the workplace.
19. **What are the four types of abuse identified in KCSIE?**  
Physical, sexual, emotional, neglect (these include CSE, FGM, radicalisation/extremism, County Lines, Domestic Violence, Serious Violence).
20. **What does 'CSE' stand for?**  
Child Sexual Exploitation.
21. **What is 'FGM'?**  
Female Genital Mutilation. There is a mandatory requirement for any member of staff to report knowledge of FGM taking place directly to the Police.
22. **What is the school's protocol for following up on absence?**  
The Academic Administrator (Chloe Campbell) follows up on any 'N' marks in the electronic register after morning registration by contacting the parent / carer.  
Unauthorised absence (an absence whereby the School has not been informed of the reason for non-attendance or the absence has not been authorised by the School) is followed up by Form Tutors via communication with the pupil or their parent / carer. Where necessary, this would be escalated to the Head of Year, Head of Section or DSL.  
Absence totalling more than 10% (excluding Religious observance) is followed up by the Deputy Head (Pastoral) and reported to the Children Missing in Education Team at the City of London Corporation.
23. **What options are available to you if you suspect there is a risk of immediate serious harm to a child?**  
Report your concerns to the DSL straight away. Any member of staff can make an immediate referral to Children's Social Care, as per the Safeguarding and Child Protection Policy. Any member of staff can make a concern known to the Police by contacting the Emergency Services.
24. **If a child discloses a safeguarding issue to you, what does the Child Protection Policy say that you must NOT do?**  
Promise confidentiality to the pupil or ask leading questions.
25. **How can a pupil make contact with the School Counsellor?**  
Via his Tutor or Head of Year, via email or via the confidential appointments' box outside the Counsellors' room.
26. **How often is the Safeguarding and Child Protection Policy reviewed by the Board of Governors?**  
At least annually; more frequently if there are changes in regulatory requirements.

27. **Where would you find contact information for relevant external agencies regarding referrals and training?**  
The Safeguarding and Child Protection Policy.
28. **How does the policy distinguish between pupils 'in need' as opposed to pupils 'at risk'?**  
A pupil 'in need' is one who is identified as vulnerable by the Local Authority after assessment; a pupil 'at risk' is one who is identified as being in immediate danger.  
Factors that make a pupil more vulnerable include:
- Disability
  - SEN
  - Homelessness
  - addiction issues
  - domestic violence
  - living away from home
  - vulnerable to some sort of discrimination
29. **What support is on offer to pupils of concern?**  
The Pastoral team: Tutor, Head of Year, Head of Section, School Counsellor, School Nurse, Pastoral and Wellbeing Advisor, DSL.
30. **What are the indicators of possible abuse?**
- Change in behaviour
  - Absenteeism
  - Secretiveness
  - change of appearance
  - presence of unexplainable physical marks
  - sexual language
  - knowledge inappropriate to age
31. **What should you do if you hear a pupil making extremist remarks?**  
Challenge them and make clear such comments are unacceptable. In addition, always refer to the DSL or Deputy DSLs for an assessment to be made and a referral if necessary.
32. **Would an incident of one pupil bullying another be treated as a safeguarding issue?**  
Yes, when there is reasonable cause to suspect that a pupil is suffering, or is likely to suffer, significant harm.
33. **Whose responsibility is safeguarding in a school?**  
Safeguarding is the responsibility of everyone.
34. **Where should safeguarding concerns be reported?**  
On MyConcern.