

City of London School Safeguarding and Child Protection Policy

Safeguarding contact information

City of London School: safeguarding contact sheet	
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Chair of Governors	Tim Levene Tim.Levene@cityoflondon.gov.uk

Designated Officer (DO) and City of London's Safeguarding and Quality Assurance Service Manager	<p>For the period 22 February to 18 April 2021: Ria Lane (Independent Reviewing Officer, City of London) Ria.lane@cityoflondon.gov.uk, 07718 576035</p> <p>Normally: Pat Dixon (City of London) pat.dixon@cityoflondon.gov.uk, 020 7332 1215</p>
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Local Police number	101 or 020 7601 2222
City and Hackney Safeguarding Children Partnership (CHSCP)	<p>City of London: 020 7332 3621 Hackney: 020 8356 5500 CHSCP Independent Child Safeguarding Commissioner: Jim Gamble, Jim@ineqe.com</p>
City of London Children & Families Team (Social Care)	<p>Dccsdutyf&ypteam@cityoflondon.gov.uk 020 7332 3621 / 020 8356 2710 (out of hours emergencies)</p>
DfE Counter-extremism hotline	<p>counter-extremism@education.gsi.gov.uk 020 7340 7264</p>

Statement

We at City of London School ('the School') are committed to safeguarding and promoting the welfare of children and young people and expect all Staff, Governors and Volunteers to share this commitment.

Safeguarding and promoting the welfare 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 professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

At City of London School pupils are taught about safeguarding including online, through various teaching and learning opportunities as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

Definition

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

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

Review of Policy

This policy will be reviewed annually (or more regularly where required) prior to approval by the Board of Governors.

Policy last reviewed by:	Alice Martineau (DSL and Deputy Head (Pastoral))
Date last reviewed:	April 2021 (Point 11, Part C, Annexure 3 added) March 2021 (to include adjustment to KCSIE, January 2021, regarding Brexit) February 2021 (contact details for DO amended) August 2020 (substantive changes as shown, in line with KCSIE 2020)
Approved on behalf of Governors by:	Board of Governors
Date last approved:	8 October 2020
Date for next review:	September 2021

1. Introduction

1.1 This policy has been prepared in accordance with the requirements of:

- 1.1.1 relevant legislation, including the Children Act 2004, the Education Act 2002, and the Education (Independent School Standards) (England) Regulations 2014;
- 1.1.2 relevant guidance issued by HM Government, including “*Keeping Children Safe In Education*”, [January 2021](#). All Staff are issued with the summary guidance of this document, which includes Part 1 of the guidance notes.

Other official documents taken into consideration when formulating this policy include:

- “*The Prevent duty Departmental advice for schools and childcare providers*”, July 2015
- “*Prevent guidance for England and Wales*”, July 2015
- “*How social media is used to encourage travel to Syria and Iraq: briefing note for schools*”, July 2015
- “*Working Together to Safeguard Children*”, July 2018
- “*What to do if You are Worried a Child is Being Abused*”, March 2015
- “*Disqualification under the Child Care Act 2006*”, March 2015
- “*Keeping Children Safe in Education*”, [January 2021](#)
- *Sexual Violence and Sexual Harassment (SVSH) between Children in Schools and Colleges*, May 2018
- *Safeguarding Children and Young People*, July 2014 (Charity Commission)
- “*SEND Code of practice*”, May 2015
- “*Mental health and behaviour in schools*”, March 2015
- “*Information sharing: advice for practitioners providing safeguarding services*”, [DFE, 2018](#)
- “*Use of reasonable force in schools*”, July 2013
- “*Pan London Child Protection Procedures*”, [2017](#) (fifth edition)
- “*Channel Guidance*”, April 2015
- *Children Missing Education Statutory Guidance, 2016*

- 1.1.3 other relevant standards and guidance, including guidance issued by the Independent Schools Inspectorate “*Handbook for the Inspection of Schools, The Regulatory Requirements*”, September 2019.
 - 1.1.4 relevant Local Safeguarding Children Partnerships (LSCP) Procedures, the City of London Prevent Strategy and the City of London Prevent Information Sharing Agreement. The Designated Safeguarding Lead (DSL) and the five Deputy Designated Safeguarding Leads (DDSLs) regularly attend meetings of the City and Hackney Safeguarding Children Partnership (CHSCP).
- 1.2 This policy has been prepared in consultation with the Community and Children’s Services Department at the City of London. (See the Cover Sheet of the Safeguarding and Child Protection Policy for contact details, which may be updated from time-to-time as necessary to reflect changes in personnel.)
- 1.3 This policy has also been prepared in consultation with members of School staff who have had an opportunity to contribute to the formulation of the School’s safeguarding arrangements and who have reviewed and commented on this policy.
- 1.4 The Governing Body takes seriously its responsibility under section 157 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within the School to identify, assess, and support those children where there are concerns about a child’s safety and welfare.
- 1.5 We recognise that all adults, including Staff, Volunteers and Governors, have a full and active part to play in protecting pupils from harm, and that the child’s welfare is our paramount concern. Staff should at all times consider what is in the best interests of the child. Wherever the word “Staff” is used, it covers ALL staff on site, including **support staff, temporary staff, supply staff**, contractors’ employees working regularly on the School’s premises, and volunteers working with children. Wherever the term “School Staff” is used, it covers ALL staff directly employed by the City of London Corporation. Further information on contractor employees is given in paragraph 2.1.21.
- 1.6 The School, through its Governors and Staff, is committed to providing a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.7 The aims of this policy are:
 - 1.7.1 To support each child’s development in ways that will foster awareness, understanding, security, confidence, resilience and independence.
 - 1.7.2 To provide an environment in which all children and young people feel safe, secure, valued and respected, and feel confident to approach adults if they are in difficulties believing they will be effectively listened to.
 - 1.7.3 To recognise that no child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

- 1.7.4 To recognise that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- 1.7.5 To raise the awareness of all Staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases, or suspected cases, of abuse including radicalisation, child sexual exploitation and female genital mutilation. N.B. although the usual procedure is for staff who have safeguarding concerns to alert the DSL or a DDSL of them, it is the responsibility of all staff to report any suspicions they have, bypassing the DSL / DDSL if necessary and going straight to the Designated Officer (DO). *Staff should only approach the DO where there is an allegation against an adult who works with children. Other matters, for example where a child is subject to abuse or suspected abuse at home, should be referred to MASH, unless you have specific instruction otherwise: Dccsdutyf&ypteam@cityoflondon.gov.uk 020 7332 3621 / 020 8356 2710 (out of hours emergencies).*
- 1.7.6 To promote a culture of ‘it could happen here’ and to support staff who act as whistle-blowers in raising concerns about poor or unsafe practice and potential failures in the School safeguarding regime.
- 1.7.7 To provide a systematic means of monitoring children known or thought to be at risk of harm, including the risk of being drawn into terrorism and extremism, child sexual exploitation or female genital mutilation, and ensure we, the School, contribute to assessments of need and support packages for those children.
- 1.7.8 To emphasise the need for good levels of communication between all members of Staff.
- 1.7.9 To develop a structured procedure within the School, which will be followed by all members of the School community in cases of alleged or suspected neglect, abuse and/or any other child welfare concern.
- 1.7.10 To develop and promote effective working relationships with other agencies, especially the Police, the City and Hackney Safeguarding Children Partnership, Community and Children’s Services, and the relevant Prevent Coordinators within Community Safety Partnerships.
- 1.7.11 To ensure that all adults within the School who have the opportunity to have contact with children have had Disclosure and Barring Service (DBS) checks in accordance with the safeguarding requirements in this Policy and as required by law.
- 1.7.12 To ensure that all visiting speakers to the school have been appropriately vetted and are supervised in accordance with the Prevent duty to protect children from radicalisation by being drawn into terrorism and extremism.
- 1.7.13 To ensure that all concerns, discussions, decisions and the reasons for those decisions are recorded in writing (Annexure 5 sets out the School's disclosure form).

- 1.8 This policy and its appendices are reviewed annually by Governors and are kept under constant review by the School. Should any deficiencies or weaknesses in child protection arrangements become apparent, the arrangements will be remedied without delay.
- 1.9 We recognise that a new multi-agency safeguarding model (which includes child death review partner arrangements) is now in place under the new “*Working Together to Safeguard Children*” (July 2018) as of September 2019. LSCBs, set up by local authorities, have been replaced. Three safeguarding partners (local authorities, clinical commissioning groups and chief officers of police in a local area) have made new safeguarding arrangements to work together with relevant agencies (as they consider appropriate) to safeguard and protect the welfare of children in the area. All professionals and volunteers within safeguarding partner and relevant agencies are members of the City & Hackney Safeguarding Children Partnership.
- 1.10 Documentation from the NPCC (National Police Chiefs’ Council) gives guidance as to when to call the Police: see [NPCC – When to Call the Police](#).

2. Procedures

- 2.1 Our School procedures for safeguarding children have been prepared in accordance with relevant legislation, guidance and Pan London Child Protection Procedures: Dccsdutyf&ypteam@cityoflondon.gov.uk. Contact details are set out on the cover page of the Safeguarding and Child Protection Policy. We will ensure that:
- 2.1.1 Arrangements are in place at the School to deal with cases and allegations of abuse, or suspected abuse, including female genital mutilation, child sexual exploitation or radicalisation, which will be referred to the LSCP. The Designated Officer or team of officers (hereafter known as the DO) will preside over any investigation of any allegation or suspicion of abuse directed at any adult working at the School. The School will engage with the police, other statutory agencies and professionals, as necessary, to provide inter-agency support to the child concerned.
- 2.1.2 If a member of Staff discovers (either through disclosure by the victim or visual evidence) that female genital mutilation appears to have been carried out in a girl under 18, the teacher and the School will comply with their obligatory duty to report this information to the police.
- 2.1.3 The School assesses regularly and reviews the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology, based on an understanding, shared with strategic partners, of the risk on the local area. Appropriate referrals will be made in accordance with the School's LCSP CHSCP referral procedures. The School will consider whether it is appropriate to make a referral to the Channel Programme, in accordance with Channel Guidance, April 2015.
- 2.1.4 The School is aware of indicators which may signal that children are at risk from, or are involved with, serious violent crime. These may include: increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or

a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal network or gangs.

- 2.1.5 [The Voyeurism \(Offences\) Act, which is commonly known as the Upskirting Act came into force 12 April 2019](#). The School is aware that upskirting is a criminal offence. Upskirting is defined as typically involving taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. [Anyone of any gender can be a victim](#).
- 2.1.6 The School recognises that as well as needing to safeguard children who are at risk of harm, it needs to give support and advice to children who require it, working with other agencies as necessary. The School is fully committed to making referrals under CAF (Common Assessment Framework), [or MASH \(multi-agency safeguarding hub\)](#) procedures when appropriate and to working with other agencies as part of the Team Around the Child (TAC) and Channel panels.
- 2.1.7 All members of the Governing Body understand the need for and fulfil their responsibilities under this Policy and are provided with a copy of this Policy and a copy of "[Keeping Children Safe in Education](#)", [January 2021](#), including Annex A, [upon their appointment](#) to the Governing Body. There is one nominated Governor who is responsible for child protection and who has skills commensurate for this role and their details are set out on the Cover Page of the Safeguarding and Child Protection Policy. The City of London Corporation will undertake to ensure that relevant training is provided for Governors.
- 2.1.8 The School has a designated senior member of staff, our Designated Safeguarding Lead (DSL), who has undertaken relevant child protection training delivered through the LSCP representative and this training is updated at least every two years. Details of the DSL are set out on the Cover Page of the Safeguarding and Child Protection Policy.
- 2.1.9 There will be five additional members of School Staff (the Deputy Designated Safeguarding Leads (DDSLs)) who will act in place of the designated DSL when absent and must receive relevant child protection training and this training is updated at least every two years. The DSL is also the Prevent lead and has received suitable Prevent awareness training. Other members of the pastoral team will also receive appropriate child protection training. Details of the DDSLs are set out at the beginning of this document. Each DDSL has a specific area of responsibility and there is a clear hierarchy of responsibility which is published to all staff.
- 2.1.10 All Staff are provided with relevant Child Protection Awareness information and Child Protection in-service training in accordance with the LSCP at least once a year to develop their understanding of the signs and indicators of abuse, along with individual responsibilities to respond to any child welfare concerns in accordance with the School's child protection procedures. As part of this, all Staff must read and understand Part 1 and Annex A of the "[Keeping Children Safe in Education](#)" ([January 2021](#)) guidance documentation and confirm in

writing that they have undertaken to do this. In particular, all Staff understand the need to avoid asking leading questions of children when a child protection matter is brought to the Staff member's attention. The School must also refrain from undertaking an investigation without first consulting the DO, [or the City of London Children & Families Team \(Social Care\)](#) or in the most serious cases, the police, so as not to jeopardise statutory investigations. The mechanisms in place for ensuring that staff understand Part 1 and Annex A of "Keeping Children Safe in Education" are Teachmeet discussions, regular briefings at staff meetings, a published set of FAQs, an 'open door policy' with regard to discussion, advice and guidance from the DSL, DDSLs and pastoral team and continued training.

- 2.1.11 As part of their induction into the School, all new members of Staff will be provided with a copy of our Safeguarding and Child Protection policy and its annexes (including Staff Safeguarding Code of Conduct), the City of London Corporation Staff Code of Conduct and Whistleblowing procedures, and the Department for Education procedures, "What to do if You're Worried a Child is Being Abused" (2015), as well as a copy of Part One and Annex A of "Keeping Children Safe in Education" ([January 2021](#)) with the DSL and DDSL names clearly displayed. All staff are trained in online safety (including being provided with a copy of the Digital Safety policy) and provided with the pupil behaviour policy and the attendance and registration policy (which included information about children missing in education). [The expectation for all staff is that the above documents are read and understood. Signed acknowledgement of this is returned to the DSL and recorded with HR.](#)
- 2.1.12 When children attend educational activities offsite, the School strives to ensure their safety by making sure that School staff supervise them and that assurances are sought that staff of other organisations have been checked for suitability. Further details are in the Educational Visits Policy and its annexes.
- 2.1.13 All members of Staff and Governors are advised on how to respond to 'Disclosures of Abuse' through relevant child protection awareness training. In particular, training will ensure that they understand the need to: consider measures that may be necessary to protect individual pupils; avoid asking leading questions of pupils; avoid giving inappropriate guarantees of confidentiality; make and keep written records (in accordance with the disclosure form at Annexure 5); and report the matter to the DSL or a DDSL. The DSL will report matters to the DO and to the Head, unless it is a matter that involves the Head, in which case the DSL will report the matter to the DO and to the Chair of Governors.
- 2.1.14 All staff are also made aware that, while the normal referral route is through the DSL, they have a duty to report concerns directly to the DO [or the City of London Children & Families Team \(Social Care\)](#) if they feel that the School has made an inadequate response to their concerns. All staff are made aware that anyone may make a referral.
- 2.1.15 Staff are made aware of the difference between a **concern** about a child (**section 17 – child in need**) and a child **in immediate danger or at risk from significant harm (section 47 – child protection)**. In the former, staff should

discuss their concern with the DSL although they may make a direct referral to Children's Social care. They must inform the DSL as soon as possible that a referral has been made. In the case of a child being in immediate danger or at risk from significant harm, a member of staff should make a referral to Children's Social Care **immediately (within 24 hours). The Police may also be informed if it is deemed necessary.** The member of staff must inform the DSL that a referral has been made as soon as possible. For further information, see Annexure 7.

- 2.1.16 Staff are made aware that if they have a concern they should act on it without delay. Wherever possible there should be a conversation with the DSL or a DDSL, who will help and support staff in deciding next steps. If the DSL or DDSLs are unavailable, this should not delay action being taken, and staff should seek support from Senior Management or the Head. Any action then taken should be shared with the DSL or DDSLs as soon as it is practically possible.
- 2.1.17 All staff are aware that concerns must be recorded on MyConcern in a timely manner. This does not replace a conversation with the DSL or a DDSL but serves as a tracking and monitoring of safeguarding concerns.
- 2.1.18 Safer recruitment practices are always followed through a rigorous recruitment process and procedures for Staff. Our selection and recruitment of Staff includes relevant criminal record checks, provided by the Disclosure and Barring Service (DBS) for their suitability for work and the receipt of barred list checks for new staff, and checks of the Prohibited List. All Staff who have the opportunity to come into contact with pupils, including contracted support staff such as cleaners and caterers, will be required to have a criminal records' check on appointment and then every three years following. These checks will also be carried out on existing Staff with a break in service of more than three months or where Staff have, since their initial appointment to a position not requiring a Disclosure, moved to work that involves significantly greater responsibility for children. Criminal record checks for Governors will be undertaken in accordance with regulatory requirements. There will always be a member of staff who has completed Safer Recruitment Training who will conduct an interview during the course of recruitment. There is a separate Safer Recruitment Policy and a separate City of London Corporation policy on Recruitment that provides further details.
- 2.1.19 Where we have grounds for believing that a member of Staff may be unsuitable to work with children that this is notified to the appropriate bodies including the DBS. In some cases, a referral may be made to both the DBS and the Teaching Regulation Agency (TRA), where a teacher has been dismissed for misconduct or would have been dismissed had they not resigned first, the reasons for such an order being unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence. The School must consider whether a referral of the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.

The School will, as soon as possible and ordinarily on conclusion of an investigation, report to the DBS anyone who is removed from regulated activity;

this could include when an individual is suspended, redeployed to work that is not a regulated activity; dismissed or when they have resigned.

When an allegation is made, an investigation should be carried out to gather enough evidence to establish if it has foundation, and the School must ensure that it has sufficient information to meet the DBS referral duty criteria. **The School understands that there is a legal duty and a failure to refer when criteria are met is a criminal offence.**

Where there have been concerns about a member of staff which have not reached the threshold for referral to the DBS, the School will refer them to the TRA, following the advice in “*Teacher Misconduct: the prohibition of teachers*”, October 2015.

- 2.1.20 All parents/carers are made aware of the responsibilities of Staff with regard to child protection procedures through publication of the School’s Safeguarding and Child Protection Policy on the School website, and reference to it in our induction pack. The Policy is also available upon request to the School. Summaries of safeguarding procedures are posted in classrooms for the information of pupils. In addition, all visitors are asked to read a summary of the Safeguarding and Child Protection Policy, in Reception, upon arrival.
- 2.1.21 Where a contractor’s employees visit the School premises irregularly, and are therefore not subject to the same requirements as contractors’ employees working regularly on site (as set out otherwise in this Policy), relevant written assurances are obtained from the contractor that all staff have had a criminal records check within the past three years. Information regarding these checks will be provided by the contractor to the School upon request. Contracts require on-going monitoring and audit of the eligibility of those employees to work with children and any subsequent concerns arising that would affect their continued eligibility must be disclosed immediately to the City of London Corporation. Any allegation of abuse will be dealt with in accordance with the Pan London Child Protection Procedures.
- 2.1.22 Written assurance is obtained that any staff employed by another organisation and working with the School’s pupils on another site have had a criminal records’ check within the past three years.
- 2.1.23 Our lettings policy will seek to ensure the suitability of adults working with children on School sites at any time. Where School premises are used by outside bodies who are not working with children, there will be sufficient safeguards in place to protect the health, safety and welfare of pupils and to have due regard to the Prevent duty to avoid school facilities being used as a platform for extremism. Measures will also be in place to protect against the interruption of pupils’ education by third party users of the School’s premises.
- 2.1.24 We are aware that we have an important role to play in multi-agency safeguarding arrangements. We should seek to work with social care, the police, health services and other relevant services to promote the welfare of children and protect them from harm.

- 2.1.25 The School is in the unique position of being located in the City of London in which very few pupils reside. Pupils live in boroughs through London and the South East. We engage with a variety of different agencies, including police, LSCPs and health services, with different protocols and thresholds. We are aware of our responsibility, particularly the DSL and DDSLs, to have knowledge of and to take into account the varying procedures, practices and thresholds of the different agencies.
- 2.1.26 All community users are made aware of the School's Safeguarding and Child Protection Policy and those working with children understand the School's child protection guidelines and procedures.
- 2.1.27 Where appropriate, senior pupils given positions of responsibility over other pupils will be briefed on appropriate action to take should they receive any allegations of abuse.
- 2.1.28 All visiting speakers are suitably vetted by a member of staff prior to their visit and are supervised by a member of staff during their time at school. Further details are set out in Annexure 4.
- 2.1.29 Annexure 2 to this document deals with the specific issues of Child Sexual Exploitation, Female Genital Mutilation, Forced Marriage, Child Criminal Exploitation, Domestic Abuse, Homelessness and Honour Based Violence. The School recognises and understands that these are all forms of abuse covered by this policy and would trigger the School's referral procedures.
- 2.2 Our procedures will be reviewed annually by the Board of Governors. The review will also include a review of the efficiency with which the related duties have been discharged, or deficiencies (if any) have been rectified.
- 2.3 The names of the DSL and DDSLs will be clearly advertised in the School, with a statement explaining the School's role in referring and monitoring cases of suspected abuse and/or risk to a child.
- 2.4 The current contact details of all those involved in child protection are listed on the cover page of the Safeguarding and Child Protection Policy. Staff must sign to say they have read these documents. This applies to current staff as well when documentation is updated.
- 2.5 A single central record is held detailing all staff (and Volunteers) employed by the School and the relevant safeguarding checks undertaken.

3. Responsibilities

- 3.1 The DSL's responsibilities have been amended to reflect those set out in Annex B to "*Keeping Children Safe In Education*", [January 2021](#). A copy of these responsibilities is set out in Annexure 6.
- 3.2 Broadly the DSL's responsibilities encompass:

- 3.2.1 managing referrals;
- 3.2.2 working with other parties internally and externally in relation to child protection;
- 3.2.3 training;
- 3.2.4 raising awareness;
- 3.2.5 ensuring the transfer of the child protection file;
- 3.2.6 being available to discuss child protection concerns;
- 3.2.7 being aware of pupils who have a social worker;
- 3.2.8 helping to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school leadership staff; and
- 3.2.9 oversight of the School's online safety arrangements.

4. Supporting Children

- 4.1 We recognise 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.
- 4.2 We recognise that behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) may put children at risk of significant harm.
- 4.3 We recognise that 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.
- 4.4 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and may find it difficult to develop and maintain a sense of self-worth.
- 4.5 We recognise that the School may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.6 We recognise that it is important for children to receive the right help at the right time to address risks and prevent issues escalating. We understand the importance of acting on and referring the early signs of abuse and neglect, listening to the child, the need for clear records and of reassessing concerns when situations do not improve, sharing information quickly and challenging inaction. Further details are set out in section 16 below.

- 4.7 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.8 We understand that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. These might include assumptions 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; and challenges with communication.
- 4.9 We recognise that safeguarding incidents and/or behaviours can be associated with factors outside the School and can occur between children outside the school. We recognise that we must consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding and means that assessments of children by all staff should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. *Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.*
- 4.10 The School will support all pupils by:
- 4.10.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as in our relationships, whilst attempting to counteract aggression and bullying.
 - 4.10.2 Teaching about safeguarding, online safety and relationships and sex education through the curriculum and through PSHE education. Refer to PSHE Policy.
 - 4.10.3 Promoting a caring, safe and positive environment within the school.
 - 4.10.4 Liaising and working together with all other support services and those agencies involved in the safeguarding and social care of children.
 - 4.10.5 Notifying the child's Local Authority as soon as there is a cause for significant concern.
 - 4.10.6 Where appropriate, checking any concerns which do not appear to meet the threshold on an anonymous basis with the child's Local Authority and following their guidance and recommendations.
 - 4.10.7 Providing continued support to school-leavers identified as potentially at risk of abuse, by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring relevant medical records are forwarded as a matter of priority.
- 4.11 Working with the Local Authority (or the Police as appropriate) where a child may have suffered significant harm, or there may be a criminal prosecution, to consider what support the child or children involved may need.
- 4.12 We realise there is a difference between children who have suffered or are likely to suffer harm or are at risk of radicalisation who will require immediate action, and those whose

needs fall below the threshold for immediate intervention but who nonetheless require additional support from one or more agencies. The former will be reported to City of London Children and Families Team (children's social care) immediately. The latter will be supported by inter-agency assessment using CAF, TAC approaches, and, in the case of children in the early stages of being drawn into extremism, Channel panel referrals.

- 4.13 We recognise that looked after children or those who have recently left care through adoption, special guardianship or child arrangement orders require particular support and care. The Head will appoint an appropriately trained teacher to ensure that that educational achievement of looked after children or those who have recently left care is promoted.
- 4.14 We recognise that children with a parents or parents in prison are at risk of poor outcomes, including poverty, stigma, isolation and poor mental health. The Head will appoint an appropriately trained teacher to ensure that educational achievement of such children is promoted. *If and when such a circumstance occurs, the name of this member of staff will be listed on the front of this policy.*
- 4.15 We recognise that where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. All staff must understand that these children's experiences can impact on their mental health, behaviour and education.
- 4.16 Young people may need a social worker due to safeguarding or welfare needs. Young people on CIN or CP plans will have an allocated social worker. The school recognises that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local authorities should share the fact that a young person has a social worker, and the DSL will use this information to ensure that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. The allocation of a social worker to a young person should inform decisions about safeguarding, for example responding to unauthorised absence or missing education or if there are known safeguarding risks, and about promoting welfare, for example allocating pastoral and/or academic support.
- 4.17 All staff understand that mental health issues can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. It is important that all staff recognise that only appropriately trained professionals should attempt to make a diagnosis of a mental health issue. All staff, however, are well placed to observe young people day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health issue or be at risk of developing one. If staff have a mental health concern about a young person which is also a safeguarding concern, immediate action should be taken. Staff should report to the DSL or DDSL following the procedures laid out in this policy. If staff have a mental health concern about a young person which is not necessarily or conspicuously a safeguarding concern, they should report their concerns to the Head of Year, Head of Section, DSL, Pastoral or Wellbeing Advisor or School Counsellor without delay.

5. Confidentiality and Information Sharing

- 5.1 We recognise that all matters relating to child protection are confidential subject to overriding legal obligations to disclose information to ensure the safety and well-being of a child. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. “The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe ... This includes allowing practitioners to share information without consent.” (KCSIE, January 2021)
- 5.2 All safeguarding and child protection information is stored on MyConcern software. As this information is sensitive and personal it is categorised as ‘special category personal data’, and as such is accessible only to key safeguarding staff. However, CLS recognises that staff may share information should it be in the interests of safeguarding and supporting young people at risk. This includes allowing practitioners to share information without consent when there is good reason to do so and the sharing of that information will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a young person at risk. A young person’s personal data may be withheld where the serious harm test under the legislation is met.
- 5.3 The DfE has provided a Data Protection toolkit for Schools: see [Data Protection: a toolkit for schools](#).
- 5.4 The Head or DSL will disclose any information about a pupil to other members of Staff on a need to know basis only consistent with legal requirements, and in accordance with the Pan London Child Protection Procedures. The Head or DSL, DO, Police, and Town Clerk (together with other relevant City Officers) will agree who needs to know about the matter, exactly what information can be shared, how to manage speculation, etc., and how to manage any press interest.
- 5.5 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.6 All staff are aware that data protection obligations to process information fairly and lawfully and to retain information securely should not be a barrier to sharing information where failure to do so would result in a child being placed at risk of harm.
- 5.7 When a pupil leaves the School, it is the responsibility of the DSL to ensure that their Child Protection file is transferred to the new school as soon as possible, ensuring secure transit and confirmation of receipt should be obtained.
- 5.8 The DSL will consider if it would be appropriate to share information with a pupil’s new school in advance of them leaving. This will enable the new school to provide continuity of care in supporting victims of abuse and have that support in place before arrival at the new school.
- 5.9 All Staff are made aware that they cannot promise a child to keep secrets that might compromise the child’s safety or wellbeing.

- 5.10 We will always inform parents/carers of an allegation affecting their child as soon as possible (if they already do not know of it). However, where a Strategy Meeting is required, the DSL or Head will consult with the DO (and other relevant agencies such as the Police) beforehand to agree what information can be disclosed to parents so as not to put the child at greater risk of harm, or impede a criminal investigation. Parents/carers will normally be kept informed about the progress of the case and told the outcome where there is no criminal prosecution, including the outcome of any disciplinary process, in confidence.

6. Dealing with Allegations of Abuse Against Staff

- 6.1 Procedures for dealing with allegations of abuse against Staff are carried out in accordance with HM Government Guidance “*Keeping Children Safe in Education*”, Part 4, [January 2021](#), and the Pan London Child Protection [Procedures 5th Edition: chapter 7](#). All Staff are made aware of this guidance, the School’s procedures, and other local guidance relating to this issue. All relevant contact details are set out on the front page of this policy

- 6.2 All School Staff should take care to ensure that professional boundaries are maintained so that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (e.g. one-to-one tuition, engaging in inappropriate electronic communication with a pupil, etc.). It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Staff are made aware that special care must be taken in any circumstances where a child works on a one to one basis with a child and in any situation in which it may be necessary for an adult to make physical contact with a child, such as in music instrumental lessons or in sports coaching. See the advice to staff contained in the annexures to this policy.

- 6.3 We understand that a pupil may make an allegation against any member of Staff.

- 6.4 An allegation is defined as anyone working in the school (including supply staff and volunteers) having:

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

- 6.5 If such an allegation is made, the member of Staff receiving the allegation will immediately inform the Head. [The Head](#) will inform the DO and the Town Clerk within 24 hours of any allegation. The professional advice of the DO will be of particular importance in these circumstances. The Head on all such occasions will also discuss the allegation with the Chair of Governors where appropriate. In the absence of the Head, the allegation should be passed directly to the Chair of Governors. The School will not undertake its own

investigation before receiving advice from the DO(s), or in the most serious cases, the Police, so as not to jeopardise statutory investigations. An allegation made against a member of supply staff should be reported to the DO; the employment agency should be informed and should be fully involved and cooperate with the DO, Police and/or children's services as required; the School will lead on the case. In no circumstances should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome (KCSIE, January 2021).

- 6.6 If an allegation is made against the Head, the person receiving the allegation will immediately inform the Chair of Governors who will consult as in 6.4 above, without first notifying the Head.
- 6.7 If an allegation is made against a person no longer employed as a member of staff, volunteer or governor or is an historical allegation it should be referred to the Police.
- 6.8 The purpose of the initial discussion (per 6.4 and 6.5 above) is to consider the nature, content and context of the allegation and to agree a course of action, including whether to obtain any additional relevant information. The Head or Chair of Governors should press for reconsideration as necessary. Where this initial sharing of information and evaluation leads to a decision that no further action is to be taken in regard to the individual facing the allegation or concern, the decision and a justification for it will be recorded by both the Head/Chair of Governors and the DO and agreement reached as to what information should be put in writing to the individual concerned and by whom. The Head/Chair of Governors and the DO will then consider what action will follow in respect of the individual and those who made the initial allegation.
- 6.9 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 (where that identification would identify the teacher as the subject of the allegation), will remain confidential. Any such information will only be released if the member of Staff is charged with an offence or if the DfE or TRA publish the information.
- 6.10 Any allegation will precipitate a strategy meeting convened by the DO, which will involve the Head, representatives from the School and other relevant agencies, to decide on the most appropriate action. This is in accordance with the Pan London Child Protection Procedures.
- 6.11 Subject to the approval of the DO or the Police, where a member of Staff is the subject of an allegation of abuse they will normally be informed of the concerns or allegations as soon as possible and given an explanation of the likely course of action. We will follow the City of London Corporation's Disciplinary Procedures when managing allegations against Staff, a copy of which is readily available in the School. Disciplinary action will be considered in conjunction with discussions at the Strategy Meeting.
- 6.12 We would not normally send a child home, pending such an investigation, unless this advice is given exceptionally as a result of a Strategy Meeting.
- 6.13 Suspension of the member of Staff against whom an allegation has been made needs careful consideration and will not be the default approach adopted. The decision to suspend will be based on information received at the strategy meeting (or based on

discussion with the DO and other agencies prior to that meeting) , the information on potential risks to children and whether it compromises any criminal investigation.

6.14 In the event of an allegation against the Head, the decision to suspend will be made by the Chair of Governors with advice as in 6.10 and 6.13above.

6.15 The following definitions should be used when determining the outcome of allegation investigations:

- **substantiated** (there is sufficient evidence to prove the allegation); *If the facts of the incident are found to be true but it is not found that a child has been harmed or there is a risk of harm, then consideration should be given to deciding that the outcome is 'unsubstantiated' or 'unfounded'.*
- **unsubstantiated** (there is insufficient evidence to either prove or disprove the allegation. The term therefore does not imply guilt or innocence);
- **false** (there is sufficient evidence to disprove the allegation); *False allegations may be an indicator of abuse elsewhere which requires further exploration. If an allegation is demonstrably false, the employer, in consultation with the DO, should refer the matter to LA children's social care to determine whether the child is in need of services, or might have been abused by someone else*
- **malicious** (there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive); *The police should be asked to consider what action may be appropriate in these circumstances.*
- **unfounded** (to reflect cases where there is no evidence or proper basis which supports the allegation being made).

6.16 After every occasion on which a problem arises regarding safeguarding and a member of staff the School will review its procedures in the light of lessons learnt from the case and will amend them as necessary.

Where a child is found to have made a malicious allegation against a member of staff, *the Police should be asked to consider what action may be appropriate in these circumstances.*

7. Dealing with Allegations of Abuse by one or more Pupil(s) Against another Pupil

7.1 The Peer-on-Peer Abuse Policy sets out how the School deals with allegations, as well as recognising and preventing peer-on-peer abuse in detail.

7.2 Allegations of abuse, including 'upskirting', or attempts to radicalise by one or more pupil against another pupil are taken very seriously.

7.3 We recognise that peer-on-peer abuse can take many different forms: bullying and cyberbullying; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting (also known as youth produced sexual imagery)

(see UKCIS Guidance, [sexting in schools and colleges, responding to incidents and safeguarding young people \(2017\)](#)) sexual violence and sexual harassment (such as sexual comments, remarks, jokes, and online sexual harassment, which may stand alone or as part of a broader pattern of abuse); initiation / 'hazing' type violence and rituals. We recognise that some issues, such as initiation or 'hazing' may be more **likely** at the School as it is a boys' school. Staff and pupils are made aware through staff training, the PSHE programme and the general moral framework and ethos of the School that abuse is abuse and must never be dismissed as 'banter' or 'just having a laugh' or 'part of growing up'.

- 7.4 We recognise that consent means 'freedom and capacity to choose'. Issues surrounding consent are covered in the PSHE programme and school curriculum.
- 7.5 If such an allegation is made, the member of Staff receiving the allegation will **immediately** inform the Head and the DSL. The Head on all such occasions will discuss the content of the allegation with the Town Clerk, any other relevant City Officer, and the Chair of Governors where appropriate.
- 7.6 The DO and the City of London Children and Families Team (children's social care) will also be **promptly** informed of any allegation.
- 7.7 An allegation of abuse will normally be referred to a Strategy Meeting convened by children's social care, involving representatives from the School and the Local Authority. A Strategy Meeting also covers any urgent formal strategy discussion that may take place between the police, social care and education managers prior to the first meeting.
- 7.8 The child experiencing alleged peer-on-peer abuse will be supported by the pastoral mechanisms within the school. This includes form tutors, heads of year, the Deputy Head Pastoral, School Nurse and School Counsellors.
- 7.9 We would not normally send a child who is experiencing the alleged abuse home, pending such an investigation, unless this advice is given exceptionally as a result of a Strategy Meeting or on the advice of the allocated or duty social worker
- 7.10 Suspension of the pupil, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from relevant agencies before deciding on the course of action to be taken.
- 7.11 A bullying incident (as in 11.2 below) will be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In such cases, the matter will be reported to the DSL and to the City of London Children and Families Team (children's social care).
- 7.12 We are committed to engaging with specialist support for pupils involved as either experiencing abuse or engaging in abuse, even in cases where the Police choose to take no further action.
- 7.13 If there is a disclosure about pupil-on-pupil abuse, all children involved, whether abusing or experiencing abuse will be treated as being 'at risk'. We acknowledge that when a child abuses another child they may have themselves experienced abuse and require support themselves.

- 7.14 The School has a Behaviour Policy, a Peer-on-Peer Abuse Policy, an Anti-Bullying Policy and a School Standards, Rules and Regulations document. All pupils are required to read and sign that they have read the School Standards, Rules and Regulations.

8. Supporting Staff

- 8.1 We recognise that Staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such Staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.
- 8.2 Where a member of Staff is the subject of an allegation of abuse, they will normally be informed of the concerns or allegations as soon as possible and given an explanation of the likely course of action. The School will appoint a named representative to keep the individual informed of the progress of the case and consider what other support is appropriate. The investigation will be managed promptly and in a fair and consistent way.

9. Whistleblowing

- 9.1 We recognise that children cannot be expected to raise concerns in an environment where Staff fail to do so. The School strives therefore to have a culture of safety, raising concerns, valuing staff and reflective practice.
- 9.2 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. Staff can also utilise the City of London Corporation's 'Whistleblowing' facilities via the telephone hotline and/or website. Whistleblowing procedures are covered as part of new staff induction training and child protection regular training for existing staff. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (the line is available from 8.00am to 8.00pm, Monday to Friday) and email help@nspcc.org.uk. The NSPCC's *what you can do to report abuse dedicated helpline* is available at: <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>.
- 9.3 Staff who raise concerns **in good faith** about safeguarding either with the School's senior management, **or with the CoL children's social care team** will not suffer any negative consequences such as notes on their file or denial of promotion.
- 9.4 Where a member of staff is unhappy about the action taken by the School in relation to a particular concern raised by the staff member, the Head will facilitate a mediation meeting with the staff member and the DSL to explain the School's actions and the reasons for them as far as is possible to maintain a child's confidentiality. If this meeting does not satisfy the member of staff, they should feel able to contact the DO for more effective action.

10. Physical Intervention

- 10.1 The School's policy on physical intervention by staff is set out in the School's Physical Intervention and Restraint Policy and has regard to HM Government's Guidance: "*Use of reasonable force*", July 2013. The policy acknowledges that Staff have a legal power to use reasonable force, i.e. to use no more force than is needed in the circumstances to control or restrain pupils. It also acknowledges that a 'no contact' policy can leave staff unable to fully support and protect pupils. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Physical intervention must be necessary and proportionate to the level of risk and will normally be used as a last resort.
- 10.2 All incidences of Physical Intervention by a member of staff should be reported to the DSL immediately. Such an event should be recorded, and the record signed by a witness should there be one. If there was no witness, that should also be recorded.
- 10.3 We understand that when using reasonable force in response to risks presented by incidents involving pupils with SEN or disabilities or with medical conditions, we must recognise the additional vulnerability of these pupils. An individual behaviour plan, agreed with parents or carers and the pupil, may be appropriate to consider risk, reduce the occurrence of challenging behaviour and reduce the need to use considerable force.
- 10.4 Staff should avoid touching or restraining a pupil which gives rise to an unacceptable risk of physical harm or in a way that could be interpreted as sexually inappropriate conduct. Physical intervention of a nature that causes injury or distress to a child may need to be considered under child protection or disciplinary procedures.
- 10.5 We understand that force may never be used as a punishment.
- 10.6 All complaints about the use of force should be investigated thoroughly, speedily and appropriately. The School will follow the procedures outlined in Section 7 should a complaint be received.

11. Equalities and Bullying

- 11.1 The School adheres to the City of London Corporation's Equal Opportunities Policy and action will be taken to prevent, and respond to, incidents of inappropriate discrimination, harassment and victimisation, in particular because of differences which arise out of gender or gender reassignment, pregnancy or maternity, special educational need or disability, race, religion or belief, cultural or linguistic background, or sexual orientation. The School acknowledges that repeated incidents or a single serious incident may lead to consideration under child protection procedures.
- 11.2 Our policy on bullying (including racial, religious, cultural, sexual/sexist, homophobic, special educational needs or disability, and cyber bullying) is set out in a separate document (the Anti-Bullying Policy). The policy acknowledges that to allow or condone bullying may lead to consideration under child protection procedures, in particular where

there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In such cases, the matter will be reported to the DSL and to the DO.

12. Prevention

- 12.1 We recognise that the School plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The School and those in its community will therefore:
 - 12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 12.2.2 Ensure that all children know there is an adult in the School whom they can approach if they are worried or in difficulty.
 - 12.2.3 Incorporate into the curriculum and the Assembly programme, including PSHE (Personal, Social, Health, Citizenship Education), information and opportunities that equip children with the awareness and skills they need to stay safe from harm and to know to whom they should turn for help.
 - 12.2.4 Make e-safety an integral part of safeguarding by explicitly teaching pupils how to keep safe online in ICT lessons working with City of London Police, external speakers and through PSHE.
 - 12.2.5 Ensure that children are resilient to radicalisation and are prepared to challenge extremist ideology by providing a safe environment for the discussion of sensitive issues, helping children to understand how they can participate in decision-making, and by promoting the spiritual, social, moral and cultural development of all pupils and within this, fundamental British Values. Further details are set out in Annexure 4.
 - 12.2.6 Ensure that no political indoctrination takes place in any of the School curricular or extra-curricular activities and that pupils are always exposed to a balanced presentation of political issues.
 - 12.2.7 Ensure that all visiting speakers are suitably vetted and supervised to avoid political indoctrination. Details of the procedure to follow are set out in Annexure 4.
 - 12.2.8 Ensure that appropriate filtering is in place to prevent children being exposed to inappropriate, illegal or exploitative material.

13. Private Fostering

- 13.1 If you know of a child or young person who is under the age of 16 (or 18 if they have a disability) living with someone who is not a close relative for more than 28 days it is classed as private fostering arrangement.
- 13.2 Children being privately fostered are required by law to be seen by a social worker, and if the School is aware of a private fostering arrangement then we must notify the Children and Families team at the City of London Corporation.
- 13.3 If the School is aware of someone who is looking after a child, or they plan to be, the Children and Families team must be informed so that they can check that the placement is suitable for the child. You should advise the person that they should contact the Children and Families team before the arrangement begins or within 48 hours of the arrangement being made in an emergency.
- 13.4 As a school, we have a legal responsibility to inform the Children and Families Team of any private fostering arrangements that we become aware of.
- 13.5 More information about private fostering and keeping children safe can be found on the City and Hackney Safeguarding Children Partnership website: www.chscb.org.uk.

14. Children Who Go Missing from Education

- 14.1 The School monitors pupils' attendance through a daily register and any unexplained absences are investigated. A child going missing from education is a potential indicator of abuse or neglect.
- 14.2 We understand that we have an obligation to hold more than one emergency contact number for pupils where reasonably possible.
- 14.3 Unauthorised absences must be reported to the Head of Year and Deputy Head Pastoral immediately and followed up with the parents or guardians.
- 14.4 Staff should be alert to the possible triggers of absence (particularly repeated absence) that may be indicative of wider safeguarding concerns. They should watch out for other potential signs of such safeguarding concerns as described in this policy and its annexes and report their concerns immediately to the DSL in accordance with the policy.
- 14.5 The DSL will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority.
- 14.6 The DSL will inform their local authority of any pupil who is going to be deleted from the admission register where they:
 - 14.6.1 have been taken out of school by their parents and are being educated outside the school system e.g. home education;

- 14.6.2 have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- 14.6.3 have been certified by the School Nurse as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- 14.6.4 are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period;
- 14.6.5 have been permanently excluded.

This will be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

15. Health & Safety and Welfare, IT and Related School Policies & Procedures

- 15.1 Our Health & Safety and Welfare policy, set out in a separate document, details the measures being taken by the School to promote the health and safety of all children and staff within the School's environs.
- 15.2 The procedures for internet use are set out in other School policies, specifically the Acceptable Use Policy, and the Digital Safety Policy. For the avoidance of doubt, the School has adequate filtering systems to keep children safe when accessing the internet at school, is aware of the risks posed by the internet and technology for children, educates pupils, staff and parents / carers about the safe use of technology, and has mechanisms in place to enable staff to identify children who may be at risk of harm and to intervene appropriately or escalate such cases.
- 15.3 Other aspects, such as the procedures for school trips are set out in this and/or other School policies.

16. Early help

- 16.1 The School recognises that providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life.
- 16.2 Effective early help relies on all members of staff at the School working together with local agencies to: identify children and families who would benefit from early help; assist in the assessment of need of any child who may be in need of early help; and to provide targeted early help in cooperation with local authorities in order to address the assessed needs of a child and their family in order to significantly improve the outcomes for that child.

- 16.3 All staff should be alert to children who may benefit from early help. Any child may benefit from early help, but staff should be alert to the potential need for early help for a child who:
- is disabled or has specific additional needs;
 - has special educational needs;
 - is a young carer;
 - is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
 - is frequently missing or goes missing from care or from home;
 - is misusing drugs or alcohol;
 - is at risk of modern slavery, trafficking or exploitation;
 - is in a family circumstance presenting challenges to 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.
- 16.4 If a member of staff identifies a child who would benefit from early help, they should notify the DSL. Staff may then be required to support other agencies and professionals in an early help assessment or, in some cases, act as the lead professional in undertaking an early help assessment.
- 16.5 The DSL will then alert the relevant local authority in order to share information with other professionals to support early identification and assessment and, in some cases, act as the lead professional (or support another member of staff who is acting as the lead professional) in undertaking an early help assessment.
- 16.6 If early help is appropriate, the case should be kept under constant review by the DSL and consideration be given to a referral to children's social care if the child's situation does not appear to be improving.
- 16.7 In order for an early help assessment to be effective:
- 16.7.1 the assessment should be undertaken with the agreement of the child and the parents or carers. It should involve the child and family as well as all the professionals who are working with them;

- 16.7.2 the member of staff or DSL should be able to discuss concerns they may have about a child and family with a social worker in the local authority in accordance with the relevant local authority's processes;
- 16.7.3 if the parents or child do not consent to an early help assessment the DSL as the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, referral into local authority children's social care may be necessary.

Annexure 1: TYPES OF ABUSE AND POSSIBLE SIGNS OF ABUSE

The following information about types of abuse is taken from “*Keeping Children Safe in Education*”, January 2021 (DfE).

Abuse

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. 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.”

Possible signs of physical abuse are:

Physical Indicators:

- Unexplained bruises and welts on the face, throat, upper arms, buttocks, thighs or lower back in unusual patterns or shapes which suggests the use of an instrument on an infant in various stages of healing that are seen after absences, weekends or vacations.
- Unexplained burns, cigarette burns, especially burns found on palms, soles of feet, abdomen, buttocks; immersion burns producing “stockings” or “glove” marks on hands and feet; “doughnut shaped” on buttocks or genital area.
- Rope burns.
- Infected burns indicating delay in treatment; burns in the shape of common household utensils or appliances.

Behavioural Indicators:

- Behavioural extremes (withdrawal, aggression, regression, depression).
- Inappropriate or excessive fear of parent or caretaker.
- Antisocial behaviour such as substance abuse, truancy, running away, fear of going home.
- Unbelievable or inconsistent explanation for injuries.
- Lies unusually still while surveying surroundings (for infants).
- Unusual shyness, wariness of physical contact.

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.”

Possible signs of sexual abuse are:

Physical Indicators:

- Torn, stained or bloody underclothes.
- Frequent, unexplained sore throats, yeast or urinary infections.
- Somatic complaints, including pain and irritation of the genitals.
- Sexually transmitted diseases.
- Bruises or bleeding from external genitalia, vaginal or anal region.
- Pregnancy.

Behavioural Indicators:

- The victim’s disclosure of sexual abuse.
- Regressive behaviours (thumb-sucking, bedwetting, fear of the dark).
- Promiscuity or seductive behaviours.
- Disturbed sleep patterns (recurrent nightmares).
- Unusual and age-inappropriate interest in sexual matters.
- Avoidance of undressing or wearing extra layers of clothes.
- Sudden decline in school performance, truancy.
- Difficulty in walking or sitting.

Emotional/Psychological 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.”

All abuse involves some emotional ill treatment: this category should be used where it is the main or sole form of abuse.

Possible signs of abuse are:

Physical Indicators:

- Eating disorders, including obesity or anorexia.
- Speech disorders (stuttering, stammering).
- Developmental delays in the acquisition of speech or motor skills.

- Weight or height substantially below norm.
- Flat or bald spots on head (infants).
- Nervous disorders (rashes, hives, facial tics, stomach aches).

Behavioural Indicators:

- Habit disorders (biting, rocking, head banging).
- Cruel behaviour; seeming to get pleasure from hurting children, adults, or animals; seeming to get pleasure from being mistreated.
- Age-inappropriate behaviours (bedwetting, wetting, soiling).
- Behaviour extremes, such as overly compliant-demanding; withdrawn-aggressive; listless-excitabile.

Neglect

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

Possible signs of abuse are:

Physical Indicators:

- Poor hygiene, including lice, scabies, severe or untreated diaper rash, bedsores, body odour.
- Squinting.
- Unsuitable clothing; missing key articles of clothing (underwear, socks, shoes); overdressed or underdressed for climate conditions.
- Untreated injury or illness.
- Lack of immunisations.
- Indicators of prolonged exposure to elements (excessive sunburn, insect bites, colds).
- Height and weight significantly below age level.

Behavioural Indicators:

- Unusual school attendance.
- Chronic absenteeism.
- Chronic hunger, tiredness, or lethargy.
- Begging for or collecting leftovers.
- Assuming adult responsibilities.
- Reporting no caregiver at home.

Because of the cultural and social mix at the School, it is important for us to be aware of the growing number of cases in the UK of female genital mutilation, forced marriage and honour-based crimes

which have occurred against children and the fact that such forms of abuse could be a safeguarding/child protection issue for some pupils in the school population.

See separate annexes on Self-Harming, FGM, Child Sexual Exploitation and Forced Marriage/Honour Based Crimes.

Annexure 2: AWARENESS OF FEMALE GENITAL MUTILATION (FGM), CHILD SEXUAL EXPLOITATION (CSE), FORCED MARRIAGE (FM), HONOUR BASED VIOLENCE (HBV), CHILD CRIMINAL EXPLOITATION: COUNTY LINES, DOMESTIC ABUSE and HOMELESSNESS

FEMALE GENITAL MUTILATION (FGM)

The following general statement about schools' responsibilities in relation to FGM is taken from "Keeping Children Safe in Education", [January 2021](#) (DfE).

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of Female Genital Mutilation (FGM), or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and City of London Children and Families Team (children's social care).

Warning Signs relating to FGM

The multi-agency practice guidelines identify a number of warning signs that a pupil may be at risk of undergoing FGM or may have already undergone it. These include:

- Professionals overhearing pupils talking about FGM.
- Disclosure by a pupil or one of the pupil's friends.
- A child going abroad to a country where FGM is known to be prevalent for an extended period.
- A child who presents with medical difficulties such as frequent urinary infections or severe menstrual problems.
- Prolonged unexplained absence from school.
- Behavioural changes such as withdrawal or depression.
- Reluctance to agree to routine medical examination.

Implications for the School

- Although the School is a boys' school, there could be situations where staff become aware of issues relating to FGM.
- A number of pupils at the School belong to communities in which FGM has traditionally been practised and have close family links with countries abroad where it is prevalent and so may know other children potentially at risk.
- From October 2015, teachers have an obligatory duty to report to the police when they discover (either through disclosure by the victim or visual evidence) that FGM appears to

have been carried out in a girl under 18. The report should be made to the police force in the area in which the girl resides. Those failing to report such cases face disciplinary action. Teachers should still consider and discuss such cases with the DSL and involve City of London Children and Families Team (children's social care) as appropriate.

The School will take proactive measures to raise pupils' awareness of the issue and to foster an atmosphere in which pupils will be able to voice concerns, by including FGM in PSHE and elsewhere in the curriculum where appropriate.

CHILD SEXUAL EXPLOITATION (CSE) AND CHILD CRIMINAL EXPLOITATION (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. While age may be the most obvious, this power imbalance can also be due to a range of other factors, including gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and / or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical and be facilitated and / or take place online.

CHILD SEXUAL EXPLOITATION

All young people, whatever their backgrounds, can be at risk of Child Sexual Exploitation (CSE) so Staff at the School need to be aware of its possibility.

Comprehensive information about CSE can be found on the NSPCC Website at:
http://www.nspcc.org.uk/Inform/resourcesforprofessionals/sexualabuse/cse-homepage_wda97456.html

What is child sexual exploitation?

CSE is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status.

The manipulation or 'grooming' process involves befriending children, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power that limits the victim's options.

It is a form of abuse that is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited.

CSE does not always involve physical contact; it can also occur through the use of technology. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and

may occur without the young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Possible signs of CSE

- inappropriate sexual or sexualised behaviour
- repeat sexually transmitted infections; in girls, repeat pregnancy, abortions, miscarriage
- having unaffordable new things (clothes, mobile phone) or expensive habits (alcohol, drugs)
- going to hotels or other unusual locations to meet friends
- getting in/out of different cars driven by unknown adults
- going missing from home or care
- having older boyfriends or girlfriends
- associating with other young people involved in sexual exploitation
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- drug or alcohol misuse
- getting involved in crime
- injuries from physical assault, physical restraint, sexual assault

This is not an exhaustive list and indicators can change over time.

CHILD CRIMINAL EXPLOITATION (CCE)

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move (and store) drugs and money. Offenders will often use coercion, intimidation, violence and weapons to ensure compliance of victims. Young people are often recruited to move drugs and money between locations and are known to be exposed to techniques, such as 'plugging', where drugs are concealed internally to avoid detection. Young people can easily become trapped in this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines networks.

Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. 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 affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious imbalance, 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.

- can include young people being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Possible signs of CCE

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

FORCED MARRIAGE (FM)

Some pupils at the School may be at risk of forced marriage or be related to people who are at risk of forced marriage, so it is important for Staff to be aware of its existence.

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse, and a serious abuse of human rights.

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 like they are bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor.

Warning signs of forced marriage to look out for:

- Depression and self-harming behaviour such as anorexia, cutting, substance misuse or attempted suicide.
- They may ask school nurses for vaccinations for an upcoming “family holiday” or about contraception.
- Victims who have already been forced into marriage may have injuries consistent with rape or domestic violence and may ask about termination of a pregnancy.

All School staff should be aware that young people at risk are often strictly monitored by their parents. They may not be able to attend after-school activities or be allowed to talk to the opposite sex. They may be monitored by siblings while at school. They may not be allowed to consider going to university or getting a job after leaving school or college.

They may be about to travel on a planned “family holiday” or be moving overseas which may be a cover story for a forced marriage. If these factors are present, the young person may be at risk of forced marriage and you should contact the DSL immediately.

For information about forced marriage and relevant legislation see:

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

HONOUR BASED ABUSE (formerly Honour Based Violence HBV)

For a summary of Honour Based Abuse and relevant legislation go to the Crown Prosecution Website at:

[http://www.cps.gov.uk/legal/h to k/honour based violence and forced marriage/#a04](http://www.cps.gov.uk/legal/h%20to%20k/honour%20based%20violence%20and%20forced%20marriage/#a04)

There is no specific offence of "honour-based crime". It is an umbrella term to encompass various offences covered by existing legislation. Honour based abuse can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

It is a violation of human rights and may be a form of domestic and/or sexual violence. There is no, and cannot be, honour or justification for abusing the human rights of others.

The Crown Prosecution Service, the Association of Chief Police Officers and support groups have a common definition of HBV:

“Honour based violence' is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community.”

Some pupils at the School could be at risk of honour-based abuse.

DOMESTIC ABUSE

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

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

- psychological;
- physical;
- sexual;
- financial; and
- emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame itself for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

The School is part of the City of London Police [Operation Encompass](#).

Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/signs-symptoms-effects/>

<http://www.refuge.org.uk/get-help-now/support-for-women/what-about-my-children/>

<http://www.safelives.org.uk/knowledge-hub/spotlights/spotlight-3-young-people-and-domestic-abuse>

HOMELESSNESS

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise / progress concerns at the earliest opportunity. 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. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties:

<https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets>

The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be 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. Children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16- and 17-year-olds who may be homeless and / or require accommodation:

<https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheet>

Annexure 3: SAFEGUARDING CODE OF CONDUCT

A) General

This Code of Conduct has been introduced in the light of statutory regulations issued by the DfE entitled “*Keeping Children Safe in Education*”, [January 2021](#): it is intended not only to protect children but also members of staff from any malicious allegation(s). It is provided to all School staff (teaching and support) and volunteers.

1. All School staff and volunteers accept responsibility for the welfare of children with whom they come into contact in the course of their work, and that they will report any concerns about a child or somebody else’s behaviour, using the procedures laid down in the School’s Safeguarding and Child Protection Policy.
2. **Alice Martineau** is the School’s **Designated Safeguarding Lead (DSL)** who will take action following any expression of concern in accordance with the process laid out in the School’s Safeguarding and Child Protection Policy. **Andrew McBroom, Chris Webb, Nick Hudson, Chris Apaloo and Sasha Massey-White** are the Deputy Designated Safeguarding Leads (DDSLs), with the following responsibilities:
 - **Andrew McBroom:** the City of London Virtual School and Educational Visits
 - **Chris Webb:** the Sixth Form (Years 12 and 13)
 - **Nick Hudson:** the Middle School (Years 10 and 11)
 - **Chris Apaloo:** the Lower School (Years 6 to 9)
 - **Sasha Massey-White:** Social Services liaison, Looked After Children, Children with parents in prison, and MyConcern administration
 - **Alice Martineau:** Prevent, training with regard to safeguarding matters

The Head and, in his absence, the Senior Deputy Head know how to make appropriate referrals to statutory child protection agencies. **Pat Dixon (020 7332 1512)** is the City of London’s Safeguarding and Quality Assurance Service Manager and the Designated Officer (DO) and should be consulted for all safeguarding matters via the DSL if the matter pertains to a City of London resident child, or an issue relating to potential / actual allegations against staff, and for advice if the School is experiencing difficulties liaising with another LA in respect of safeguarding issues. Please also consult with the School’s HR Business Partner ([Camiele Watson](#); Camiele.Watson@cityoflondon.gov.uk) for HR advice and technical support concerning the process.

3. All staff who come into contact with children in the course of their professional activities must adhere to the School’s Safeguarding and Child Protection Policy and have regard to any other relevant guidance issued by the School. Failure to comply with these obligations may result in disciplinary action in accordance with the School’s Disciplinary Procedure.
4. Information relating to any allegation or disclosure must be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the timescales for passing it on. See Annexure 5 (the Disclosure Form).

5. All safeguarding concerns must be recorded on MyConcern in a timely manner, in addition to discussion with the DSL. The Disclosure form can be attached to the relevant pupil record in MyConcern.
6. The *Children Act 1989* states that the 'welfare of the child is paramount'. This means that considerations of confidentiality that might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
7. The Safeguarding and Child Protection Policy will be referred to or included in recruitment, training and policy materials, where appropriate, and this policy will be openly and widely made available to members of staff and volunteers and actively promoted within the organisation.
8. A culture of mutual respect between children and staff will be encouraged, with adults modelling good practice in this context.
9. It is part of the School's acceptance of its responsibility of duty of care towards children that staff, who encounter child protection concerns in the context of their work will be supported when they report their concerns in good faith.
10. All staff should be aware that it is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual.
11. The Serious Case Reviews undertaken as a result of criminal activities at South Bank International and St Paul's School strongly recommend that schools adopt a policy of 'neutral notification'. Staff can 'neutrally notify' their own behaviour as well as the behaviour of any other member of staff. The 'neutral notification' procedure is set out at the end of the Safeguarding Code of Conduct.

B) Staff and volunteers must avoid:

1. Inappropriate physical contact with children: physical contact is only appropriate in very limited circumstances. Please see the School's policy on Physical Intervention and Restraint by Staff for more detailed advice, p. A copy has been supplied to all Staff at their induction training along with this copy of the Safeguarding Code of Conduct, Safeguarding and Child Protection Policy and *Keeping Children Safe in Education* ([January 2021](#)).
2. Being involved in a one-to-one discussion or lesson with a pupil, but if this is necessary it is essential that the door of the room is open or that the meeting is visible from the outside (i.e. there is a vision panel in the room facing out into the corridor or interior school space, or a vision panel in the door of the room which again faces out into the corridor or interior school space).
3. Using confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child. Confidential information about pupils or the School

should not be shared casually. However, information that might suggest that a child is in need or at risk of significant harm must be shared with the DSL, in line with the Safeguarding and Child Protection Policy.

4. Taking photographs of pupils: photographs or images of pupils should only be made when they are to be exclusively used in the School's promotional materials such as newsletters, prospectus, twitter feed and the website. Pupils' names should not be published with such images unless parents have given permission. Some parents may not wish their son's photograph or image to be used in this way and authorisation should be sought before any such image is published. Should staff use their own personal mobile or digital device to capture images of pupils for School promotional materials the following protocol must be adopted:
 - Imagery must be transferred from the device to the School network as soon as is practicable;
 - Imagery must be deleted permanently from the device as soon as is practicable.
5. Establishing or seeking to establish any social contact with a pupil or their parents / carers. Family friendships should be declared to the Senior Deputy Head (e.g. friendships already formed outside school or forged through social contact by staff with children at the School). Staff should not give their personal telephone numbers or email addresses to pupils or their parents. No member of staff will enter into extra or private tuition (see note (i) below) or childcare arrangements with parents of pupils at the School without the permission of the Head. Staff should notify their line manager of any existing or previous family or social relationship with a pupil or their parents / carers.
 - (i) Staff should not tutor boys who are preparing to take the School's entrance examinations.
6. Making suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted. Inappropriate remarks include innuendo, swearing, and discussing their or your own intimate relationships.
7. Other than in exceptional circumstances, communicating directly with pupils by email or text message on your private phone or mobile/digital device. If it is necessary to communicate with pupils via a personal device (in the case of emergency or exceptional circumstances), staff must either copy in the Senior Deputy Head/Deputy Head Pastoral or inform the Senior Deputy Head/Deputy Head Pastoral of the communication as soon as a practicable.
8. Communicating personally with pupils or accepting pupils as 'friends', 'contacts' or 'followers' via Twitter, Facebook, Snapchat, Instagram, or other social media or sharing platforms, except via the School's internal network, Citizens Connect. For the avoidance of doubt, where the School uses, or sanctions the use of, social media, it should be for the appropriate dissemination of information and not for entering into discussion or dialogue on the internet. The use of social media regarding School matters should be approved by the Head. This includes former pupils (unless where an exception has been agreed by the Head and or the Deputy Head (Pastoral)). The Development and Alumni Relations Team looks after our Old Citizens and can help facilitate contact with alumni. Staff may also join the alumni networking platform Citizens Connect.

9. Hosting sites external to the School network / intranet for the purpose of communicating with pupils without the express permission of the Head.
10. Electronic communication with pupils without using a School staff login, or School email address: communications must be internally traceable using staff login credentials. To be clear: when pupils contact a member of staff using their personal email accounts, reasonable efforts should be made to ensure the identity of the pupil account; and further correspondence should be directed, to the pupil's School email account. Care must be taken when responding to non-School email addresses purporting to be a pupil and no information relating to School matters should be divulged to such accounts without seeking to confirm the identity of the sender. Vigilance must be exercised where information is requested from external email accounts.
11. Engaging in behaviour that could be construed as 'grooming' a child (for example giving a pupil money, presents or favours, or talking or behaving in an inappropriate or unprofessional manner towards pupils).
12. Communicating to the public, press, television or any outside agency, the contents of any documents relating to the School / City of London Corporation. This includes the proceedings of any safeguarding matters. In certain circumstances, it may be appropriate for staff to report any concerns to an outside organisation. If they do so, they should ensure they do not disclose any confidential information belonging to the School / City of London Corporation. Please refer to the City of London Corporation's Whistleblowing Policy.

Please note also:

13. It is not unusual for pupils or, sometimes, their parents to develop infatuations or "crushes" towards staff. Staff must take steps to try to defuse these situations. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening should be reported to the Head of Year and the Head. In addition, the object of the pupil or parent's affections may not even be aware of this, in which case colleagues must bring this to the colleague's attention and report this to the Head.
14. It is not permissible to take one or more pupils alone in a car on journeys, however short, unless with the prior consent of the child's parent or guardian, and then only in exceptional circumstances with prior authorisation from the Head.
15. Any event during the School day, irrespective of attendees, will not involve alcohol. It is not permissible for staff to allow pupils to drink alcoholic beverages at any time. When the School 'entertains' pupils at events such as the Prefects' Dinner no alcohol will be served. This applies even if the pupil is 18. This also applies on residential and non-residential School trips. (Details regarding the consumption of staff on educational visits can be found in the Educational Visits Handbook.) At events hosted by The School for other guests, for example parents, alumni or governors, alcohol must neither be served to pupils in attendance, nor consumed by staff in a supervisory capacity. Exceptions to this are with the agreement of the Head and the Deputy Head (Pastoral).

16. Staff are responsible for their own personal online digital profile and, where social media or games are used, staff should take all reasonable precautions to ensure their own privacy. It is recognised that the position of trust staff hold in relation to pupils will not lapse when the pupil leaves the School. Any contact with former pupils should be appropriate within this context and should take into account the nature of the relationship with a pupil when they were at school and the time elapsed since they left. It is for this reason that former pupils should **not** be accepted as “Friends” or “Followers” to any staff member’s social media or gaming accounts at any time, with the exception of LinkedIn for professional purposes or any other specific exceptions agreed with the Deputy Head (Pastoral). The School encourages members of staff with former pupils as existing friends or followers on social media to remove these former pupils. Exceptions to this are with the agreement of the Head and the Deputy Head Pastoral. The Development and Alumni Team looks after our Old Citizens and can help facilitate contact with alumni. Staff may also join the alumni networking platform Citizens Connect.
17. Any inappropriate conduct with a pupil or former pupil of CLS, or with a pupil of another school, or conduct, (whether committed at or outside work or on social media) which is likely to damage the School’s reputation may be treated as a serious disciplinary offence up to and including an act of gross misconduct.

Further guidance is available as follows:

E-safety: Protecting School Staff (NUT Guidance and Model Policy)

<http://www.teachers.org.uk/help-and-advice/health-and-safety/e/e-safety-protecting-school-staff>

Electronic Communications: Guidance for School Staff (ATL)

<https://www.atl.org.uk/Images/Electronic-Communications-guidance-for-school-staff-201030-95136.pdf>

Social Networking – Guidelines for Members (NASUWT)

http://www.nasuwt.org.uk/InformationandAdvice/Professionalissues/SocialNetworking/NASUWT_007513

18. Staff should report to the Head inappropriate or abusive communications appearing to be from pupils and/or their friends or family.

C) Important Points to Note for Staff and volunteers

1. Staff must maintain an attitude of ‘it could happen here’ where safeguarding is concerned.
2. The School expects all staff to dress appropriately whilst at work so that confidence of employees, pupils, parents and other connected with the School is maintained. Whilst the School values diversity and is not seeking to achieve a complete uniformity of dress style, the School does expect all employees’ clothing at work to be neat, clean, modest and appropriate.
3. Do take a disclosure of abuse from a pupil seriously. It is important not to deter pupils from making a ‘disclosure’ of abuse through fear of not being believed, and to listen to what they have to say. Guidance on responding to an allegation of abuse is set out in the School’s

Safeguarding and Child Protection Policy including Annexure 5 (The Disclosure Form). If the allegation gives rise to a child protection concern it is important to follow the School's procedure for reporting such concerns, and not to attempt to investigate the concern oneself.

4. Staff may enter the boys' changing rooms for the purpose of respectful supervision. Before entering the changing room, staff must announce their intention to enter by knocking loudly on the door and shouting at a decent volume that they are entering the changing room. Respectful supervision is defined by warning the boys of entry, averting eyes from boys in a state of undress, the intention of entry being to monitor standards of behaviour and remaining in the changing room for a maximum of five minutes.
5. Always report any concerns immediately to the School's Designated Safeguarding Lead regarding the conduct of another staff member in relation to pupils or vulnerable adults.
6. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct - which will always exclude bullying (including cyber-bullying), homophobia, racism, sectarianism or sexism.
8. Further advice and guidance on child protection and safeguarding issues is available via the relevant advice in the School's Safeguarding and Child Protection Policy, which can be found on the School's website and intranet.
9. Written permission from pupils and their parents/carers must be obtained before taking photographs or films. This is included in the Terms and Conditions of the contract that parents sign. All images and films must be stored appropriately and securely and only used by those authorised to do so. Staff should be able to give account of the rationale behind any images of pupils that are in their possession.
10. Members of staff working in the building after 7.00pm must relocate to Level 2 Common Room and offices unless there is a school function such as a parents' evening or concert. If it is essential to be working elsewhere in the building after 7.00pm, please let the Duty School Keeper know and inform him when you are leaving. The building is usually locked and alarmed from 8.00pm.

11. Receiving gifts

Relationships between staff and pupils should remain professional. Staff need to take care that they do not accept any gift (from a pupil or parent) that might be construed as a bribe by others or lead the giver to expect preferential treatment. It is not uncommon for pupils to offer a gift to teachers at the end of a School Term / Year, and whilst small tokens of appreciation may be accepted by staff, it is not acceptable to receive gifts on a regular basis or of any significant value. Any member of staff who receives an inappropriate gift from a pupil or parent should report this to the DSL. Gifts from pupils or parents to staff over a

specified value¹ must be reported to the Bursar, and they will not be permitted to be received without the authorisation of the Bursar and / or Senior Deputy Head. Staff must never give gifts to pupils or their families, as this could be interpreted as a gesture either to bribe or groom, or it might be perceived that a 'favour' of some kind is expected in return.

D) Guidance on responding to a child making an allegation of abuse

1. Stay calm.
2. Listen carefully to what is said and show that you are taking it seriously.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared (this is the School's DSL or Deputy DSL, or with the Chair of Governors if the allegation is against the Head).
9. Make no judgement about what you have heard.
10. At the earliest opportunity record in writing what was said, using the child's own words as far as possible. Note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. **When recording names, of both pupils and staff, full names should be recorded, not initials, in order to avoid any ambiguity of identity.** Use the Disclosure Form, found in the Safeguarding and Child Protection Policy Annexure 5.
11. Remember that whilst you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the School's Designated Safeguarding Lead.

¹ Staff will be given regular reminders to declare gifts above a specified value to the Bursar: in 2020-21, this value is £50.

E) Neutral Notification Policy and Procedure

Rationale

It is accepted that there are occasions when school staff, as professionals, have to act in a particular way in order to protect the health, safety and welfare of their pupils. Such situations could put the adult in a potentially vulnerable position and perhaps cause them, with hindsight, to consider that they might have chosen to act in a different manner.

There may be occasions when an incident occurs which is out of the ordinary and which causes a member of staff to have doubts about the behaviour of an adult towards a pupil or another child [Such doubts which fall below the threshold for a Safeguarding Concern Report].

There may also be occasions when a member of staff has concerns about how their own behaviour in a specific situation might be misinterpreted. It is important that any occasions or incidents which might give rise to such concerns are reported to the DSL. In the vast majority of cases, there will be a perfectly innocent and reasonable explanation for what has occurred.

Procedure

The procedure for self-reporting or reporting a concern of this nature is called 'Neutral Notification'. The purpose of neutral notification is to protect both pupils and the staff working with them and allows a system for a simple record to be kept in case events are later referred to or any patterns emerge.

Where a member of staff is the subject of a notification [self-notification or by a colleague] they will suffer no detriment or stigma. Notifications of these types are a neutral act, and the DSL will, on receipt of a notification, determine how to best approach the issue.

Neutral Notifications can be made in person in the first instance. The Neutral Notification Form (available on the Staff Intranet) should be passed to the DSL. If the notification is made in person in the first instance, staff may be required to complete a Neutral Notification Form later.

The DSL will receive all Neutral Notifications. Such records will be kept confidentially and shared with the relevant safeguarding team and relevant agencies **only** in cases where it leads to such liaison / reporting is required. A staff member who makes a Neutral Notification in good faith will suffer no detriment as a result but failure to make a Neutral Notification could, however, constitute misconduct and lead to the implementation of the School's Disciplinary Procedure.

The circumstances in which staff **should** make a Neutral Notification are as follows:

- any incident where they feel that their actions or behaviour towards a pupil could be misinterpreted;
- any incident which a member of staff is aware of actions of a colleague towards a pupil which could be misinterpreted;
- any incident of which a staff member is aware where the interactions of a colleague with a pupil are not appropriate to the pupil's age or need at that time;
- inadvertent email, messaging, use of social media sites or other communication between adults and pupils outside agreed protocols;

- any unsupervised contact with a pupil other than in the context of a one-to-one lesson or discussion about academic, extracurricular or pastoral issues or other situations which fall within expected boundaries of professional conduct;
- any incident where a member of staff has been alone with a pupil or pupils in a vehicle where this has not been authorised in advance;
- any inadvertent and potentially inappropriate social contact with pupils outside of school (such as restaurants or pubs);
- if a pupil uses a staff member's home address, mobile or home phone number, or private e-mail address;
- one-to-one contact with a pupil on school trip [residential / non-residential] which falls outside expected boundaries of professional conduct.

This is not intended to be an exhaustive list but representative. Anything which causes staff to have a 'nagging doubt' about the way in which other adults behave or interact with pupils (or their own actions could be viewed) should be notified, in order to protect both pupils and the members of staff involved.

N.B. Where there is evidence that a professional boundary has been broken and the threshold for a Safeguarding Concern Report has been met, Neutral Notification must be bypassed, and the usual Safeguarding Concern reporting lines must be followed.

Neutral Notification Form

Name of person completing form:

Name of person form concerns:

Date:

Time:

Form handed to (name and role):

Notification (include details of situation):

Annexure 4: THE PREVENT DUTY

THE PREVENT DUTY

Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies (“specified authorities” listed in Schedule 6 to the Act), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. From 1st July 2015, all schools and registered childcare providers are subject to this duty and must have regard to the statutory guidance.

The 2011 Prevent strategy has three specific strategic objectives, to:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;
- work with sectors and institutions where there are risks of radicalisation that we need to address.

Three important concepts in Prevent are “**extremism**”, “**radicalisation**” and “**terrorism**”. It is argued that terrorist groups often draw on extremist ideology, developed by extremist organisations. Some people who join terrorist groups have previously been members of extremist organisations and have been radicalised by them. The Government has defined extremism 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*”.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This includes calling for the death of members of the armed forces.

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

Terrorism is an action that endangers or causes serious violence to a person/people; it causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

WHAT DOES THE PREVENT DUTY MEAN FOR SCHOOLS?

In order to fulfil the Prevent duty, schools must be able to identify children who may be at risk of radicalisation and know what to do when they are identified. The School's relationship with parents is key to the School's Prevent approach and the School will engage effectively with parents in relation to Prevent.

Protecting children from the risk of radicalisation should be seen as part of the **wider safeguarding responsibilities** of schools and it is similar in nature to protecting children from other harms,

whether these come from within their families or are the product of outside influences. This annexure therefore must be read in conjunction with the Safeguarding and Child Protection policy.

Schools must also build resilience to radicalisation by promoting fundamental British values and enabling pupils to challenge extremist ideologies. Complying with the Prevent duty should not stop schools debating controversial issues. On the contrary, schools should provide a safe space where pupils can develop an understanding of the risks associated with terrorism and develop the knowledge and skills to challenge extremist arguments.

There are four general duties placed on schools:

1) Risk assessments

Schools are expected to assess the risk of their pupils being drawn into terrorism, including support of extremist ideas that are part of a terrorist ideology, based on a general understanding of the risks affecting young people in their area and a specific understanding of how to identify individual children at risk and offer support.

2) Working in partnership

Schools are expected to continue to work with Local Safeguarding Partnerships, Community safety Partnerships and local Prevent Leads.

3) Staff training

Schools are expected to provide Prevent awareness training to help staff identify children at risk of radicalisation and to challenge extremist ideology.

4) IT policies

Schools are expected to have suitable levels of filtering to prevent access to material that promotes terrorism and extremist ideologies. Compliance with the Prevent duty falls within a school's responsibility to teach e-safety.

HOW THE PREVENT DUTIES ARE DISCHARGED AT THE SCHOOL?

Risk Assessments

A significant proportion of the School's pupils come from London Boroughs that are Prevent priority 1 or 2, which means that the risk of them being drawn into terrorism is potentially significant. However, only a small proportion of pupils are Muslim. While this does not mean that non-Muslim pupils are not a potential target, they are less likely to be exposed to such a possibility. It is however possible that they may be drawn into a different type of extremism such as far right or far left.

Therefore, the risk of radicalisation at the School is potentially high for a small number of pupils and less high for the vast majority.

The risk to individual pupils is monitored through our pastoral structure and, in particular, the Form tutors, who take into account all the factors and patterns of behaviour detailed in Annexure 1. Attendance monitoring plays an important part in assessing vulnerability.

This risk will be reviewed annually as part of our annual Safeguarding review.

Working in Partnership

The School works closely with the City and Hackney Safeguarding Children Partnership (CHCSP) and with the Community Safety team and its Prevent Coordinator at the City of London Corporation.

Staff Training

As part of the annual INSET on safeguarding, staff receive appropriate training on relevant aspects of the Prevent Duty, including how to identify children at risk of being drawn into terrorism, how to challenge extremist ideologies and what to do if staff become concerned about a child being drawn into terrorism. The Head, the DSL (Prevent Lead) and the DDSLs have completed online Prevent Awareness training ('Prevent: learning to support the prevent strategy') available at: www.cityoflondon.learningpool.com.

As WRAP training (workshop on raising awareness of Prevent) by the Local Authority becomes available, it will be completed by at least the DSL (Prevent Lead) and the DDSLs. The DSL (Prevent Lead) is the first source of advice for staff on all matters related to the Prevent Duty.

IT Filter

The School has a strict and effective filtering and e-safety is delivered through both IT and PSHE lessons. The IT Manager and Deputy Head Pastoral are responsible for all matters of e-safety, and keeps a log of incidents and report annually to the Governors. The Senior Deputy Head and the Deputy Head Pastoral have responsibility for the issuing of sanctions to pupils.

In addition, to fulfil its Prevent Duty, the School undertakes to:

- 1) Maintain and review annually robust safeguarding policies which take in to account the policies and procedures set out by City and Hackney Safeguarding Children Partnership and incorporate due regard to the Prevent Duty.
- 2) Conduct due diligence checks on staff, groups or individuals seeking to hire or use school premises, on visitors to school, particularly visiting speakers, whether invited by children or staff and on contractors working on the school site.
- 3) Actively promote Fundamental British Values as part of the School's wider SMSC/PSHE programmes as well as within other subject areas and assemblies.
- 4) Ensure that no political indoctrination takes place in any of the school curricular or extra-curricular activities and that pupils are always exposed to a balanced presentation of political issues.
- 5) Ensure that children are resilient to radicalisation and are prepared to challenge extremist ideology by providing a safe environment for the discussion of sensitive issues, helping children to understand how they can participate in decision-making.

DSL (Prevent Lead) Responsibilities

The DSL is the nominated Prevent Lead at the School and has responsibilities for the oversight of the discharge of the Prevent Duty at school. Details of the DSL are on the cover sheet of the Safeguarding and Child Protection Policy and their responsibilities are as follows:

- 1) To be the first point of contact for parents, pupils, teaching and non-teaching staff and outside agencies in matters relating to Prevent.

- 2) To coordinate the Prevent Duty procedures in the School.
- 3) To undergo appropriate training (including WRAP).
- 4) To maintain an ongoing training programme on Prevent related issues for all staff.
- 5) To liaise with the local prevent coordinator, the police, local authorities and other agencies.
- 6) To keep appropriate records of Prevent related incidents.

PROCEDURES OF VETTING VISITING SPEAKERS

Visiting speakers invited by either staff or pupils must be vetted prior to the invitation being issued to them. If a pupil is inviting the speaker, the member of staff sponsoring the activity must carry out the checks. Staff should complete the School's Visiting Speakers Information Form (available on the School intranet) and submit it to the Assistant Head Co-curricular and Staff Development (a Deputy DSL). Details of the checks on visiting speakers are recorded on the SCR.

HOW TO SPOT A CHILD VULNERABLE TO RADICALISATION: VULNERABILITY ASSESSMENT

"There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading." (Channel Guidance)

The Channel Vulnerability Assessment Framework (April 2015) suggest 22 indicators. The framework involves three dimensions: engagement, intent and capability.

Engagement with a group, cause or ideology ("psychological hooks")

- Feelings of grievance and injustice
- Feeling under threat
- A need for identity, meaning and belonging
- A desire for status
- A desire for excitement and adventure
- A need to dominate and control others
- Susceptibility to indoctrination
- A desire for political or moral change
- Opportunistic involvement
- Family or friends' involvement in extremism
- Being at a transitional time of life
- Being influenced or controlled by a group
- Relevant mental health issues

Intent to cause harm or readiness to use violence

- Over-identification with a group or ideology
- 'Them and Us' thinking
- Dehumanisation of the enemy
- Attitudes that justify offending
- Harmful means to an end
- Harmful objectives

Capability to cause harm

- Individual knowledge, skills and competencies
- Access to networks, funding or equipment
- Criminal Capability

Some pupils will be more vulnerable to be influenced by others because of the existence of one or more factors, which may include:

- An identity crisis, involving an individual's distance from their cultural / religious heritage, including peer / family / faith group rejection
- A personal crisis, including family tension / social isolation / friendship issues
- Personal circumstances, such as migration, experience of racism
- Unmet aspirations
- Criminality
- Experience of poverty, disadvantage, discrimination or social exclusion

The following are further risk indicators:

- Racist graffiti / symbols / comments made in school
- Speaking out or writing in favour of extremist ideas in schoolwork
- Extreme comments shared on social media
- Erratic attendance patterns, including travel for extended periods of time to international locations known to be associated with extremism
- Distribution of extreme or terrorist propaganda among other pupils
- Association with those known to be involved in extremism (including via the internet)
- A significant shift in the child / young person's behaviour or outward appearance, particularly involving conflict with his/her family and/or faith group
- A simplistic or flawed understanding of religious / political / global issues
- A significant adult or other in the child / young person's life who has extremist views or sympathies

Critical risk factors include:

- Contact with extremist recruiters
- Articulation of support for extremist causes / leaders
- The possession of extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Membership of extremist organisations

All staff, and in particular pastoral staff, need to be alert to the signs described above in their interactions with pupils. Monitoring of attendance by tutors and Heads of Year is a crucial part of detecting potential radicalisation.

CHALLENGING EXTREMIST IDEOLOGIES

"All terrorist groups have an ideology. Promoting that ideology, often through the internet, facilitates radicalisation and recruitment. Challenging ideology and disrupting the ability of terrorists to promote it is a fundamental part of Prevent.

In addressing ideological issues, we also need to be very clear about our purpose and method. The great majority of people in this country find terrorism repugnant and will never support it. Work to challenge ideology should not try to change majority opinion because it does not need changing. Our purpose is to reach the much smaller number of people who are vulnerable." (Prevent Guidance)

The School ensures that no political indoctrination takes place at school and that pupils are always exposed to a balanced presentation of political views both in lessons and in extra-curricular activities. The School has a vetting procedure for visiting speakers and has due regard to the Prevent duty in its lettings policy.

The School also builds resilience to radicalisation by providing a broad and balanced curriculum that promotes the spiritual, social, moral and cultural development of pupils (and within this, fundamental British values) and by providing a safe environment where pupils can discuss sensitive issues and learn how to participate in decision making. Pupils will be taught in PSHE information and skills to keep safe from harm of all types and to be aware of who to turn to for help. In addition, the PSHE curriculum will continue to challenge pupils to be critical of media, including social media, and provide key counter-narratives to extremist ideology, through resources such as the Community Response to Extremism DVD, London Grid for Learning and Inspire.

The School will continue to encourage learning through diversity by promoting the objectives of the Equalities Act 2010.

The School's Religion and Philosophy department can help challenge extremist ideologies by including lessons at KS3 and KS4 on the difference between Islam and Islamic Extremism, building on the schemes of work that are already in place. It will also continue to challenge any "Islamophobic" feelings by giving a balanced and objective overview of the main precepts of all the major religions.

The School promotes critical thinking skills across all subjects as these remain central to challenging any form of extremism.

If staff encounter expressions of extremist ideology in their lessons, they should challenge the views and correct any factual misconceptions; however, it is very important that this is done in a non-judgmental way that encourages further dialogue. Therefore, it is advisable to engage the pupil with open questions, using conditional rather than absolute language. This can either be done during the class discussion or on a one-to-one basis after the lesson has finished.

WHAT TO DO WHERE THERE ARE CONCERNS ABOUT A PUPIL

Concerns about a child being vulnerable to radicalisation and extremism should be reported promptly following the usual procedures as detailed in the Safeguarding and Child Protection policy. Staff should bring their concerns to the attention of the DSL (Prevent Lead) or a DDSL in the first instance but are also entitled to contact the DO or the Prevent Coordinator at the Community

Safety Team of the City of London Corporation directly. Details of how to contact the DO and the Prevent Coordinator are on the Cover Sheet of the Safeguarding and Child protection policy.

Records will be kept by the DSL of all concerns and the DSL will liaise with outside agencies as appropriate in line with the Safeguarding and Child Protection Policy.

For children perceived to be at immediate risk of harm, the DO will be contacted immediately. For children who show early signs of being vulnerable to radicalisation and who need further support, the School will make a Channel panel referral, in consultation with the DO and the Prevent Coordinator in the Community Safety Team.

If a child is suspected or identified as already engaged in illegal terrorist related activity, they will be reported to the police. The following are useful contact numbers:

- Anti-Terrorist Hotline: 0800 789 321
- Crime stoppers: 0800 555 111
- Relevant Police force: 101.

Staff and governors may also use the DFE dedicated helpline and mailbox for non-emergency advice: 0207 340 7264 and counter-extremism@education.gsi.gov.uk.

Annexure 5: Disclosure Form

This form should be used when a pupil discloses to any member of staff or volunteer that they or another pupil is suffering or is at risk of abuse. The form should be completed immediately after the disclosure has been made and brought to the attention of the DSL or a DDSL straight away or no later than the end of the timetabled day on which the disclosure was made. **All verbal conversations should be promptly recorded in writing, ideally on MyConcern. When recording names, of both pupils and staff, full names should be recorded, not initials, in order to avoid any ambiguity of identity. In long documents, initials may be offered in brackets after the first accurate use of the full name and used consistently thereafter.**

1. You

Your Name: Date:

2. The Pupil

Name of Pupil: DOB:

Parent / Carer:

3. The Alleged Perpetrator

If the pupil has named or described the alleged perpetrator, note the details here:

.....

4. The Disclosure

Record of conversation (use continuation sheet if necessary):

- Record what was said by the pupil and by you
- Use the exact words and phrases used by the pupil
- Clearly distinguish between fact, observation, allegation and opinion
- Note the non-verbal behaviour and the key words in the language used by the pupil.

.....

.....

.....

.....

Did the pupil name witnesses? If so, note them here:

.....
.....

Was anyone else present during the disclosure? If so, note them here:

.....
.....

5. Consent to Share

Was the pupil able to provide informed consent? (please circle) Yes / No

If so, how did you seek consent?

- Specifically, what did you explain, what questions did you ask and what were the responses?

.....
.....
.....

Did the pupil provide consent to share? (please circle) Yes / No

If yes, what did the pupil say?

- Note the exact words used by the pupil

.....
.....

If no, did you explain that you would have to share this information with the DSL and who else might receive this information and why? (please circle) Yes / No

.....
.....

6. Additional Information

Any other comments

.....

.....

.....

.....

.....

Signed:

Time:

Date:

Annexure 6: Annex B of “Keeping Children Safe in Education” (2021)

Annex B: Role of the Designated Safeguarding Lead

Governing bodies, proprietors and management committees should ensure an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of Designated Safeguarding Lead (DSL). The DSL should take **lead responsibility** for safeguarding and child protection (including online safety). This should be explicit in the role holder’s job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Deputy Designated Safeguarding Leads

It is a matter for individual schools and colleges as to whether they choose to have one or more Deputy Designated Safeguarding Leads (DDSLs). Any deputies should be trained to the same standard as the DSL and the role should be explicit in their job description.

Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the DSL, this **lead responsibility** should not be delegated.

Manage referrals

The DSL is expected to:

- refer cases of suspected abuse to the local authority children’s social care, as required;
- support staff who make referrals to local authority children’s social care;
- refer cases to the Channel programme where there is a radicalisation concern, as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service, as required; and
- refer cases where a crime may have been committed to the Police as required.

Work with others

The DSL is expected to:

- **act as a point of contact with the three safeguarding partners;**
- liaise with the headteacher or principal to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the “case manager” (as per Part Four²) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and

² “Keeping Children Safe in Education” (January 2021), Part four: Allegations of abuse made against teachers and other staff.

- safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The DSL (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The DSL should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins and meeting other DSLs, as required and at least annually, to allow them to understand and keep up with any developments relevant to their role) so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the school or college's child protection policy and procedures, especially new and part-time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and General Data Protection Regulation (GDPR);
- understand the importance of information sharing, both within the School and with the three safeguarding partners, other agencies, organisations and practitioners;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online (e.g. from online bullying, grooming and radicalisation) and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The DSL should:

- ensure the school or college's child protection policies are known, understood and used appropriately;

- ensure the school or college’s child protection policies are reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the Local Safeguarding and Children’s Partnership (LSCP) to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing or have experienced, with teachers and the SMT. Their role should include ensuring that all staff know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

Child protection file

Where children leave the school or college, ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff, such as DSLs and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the DSL should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

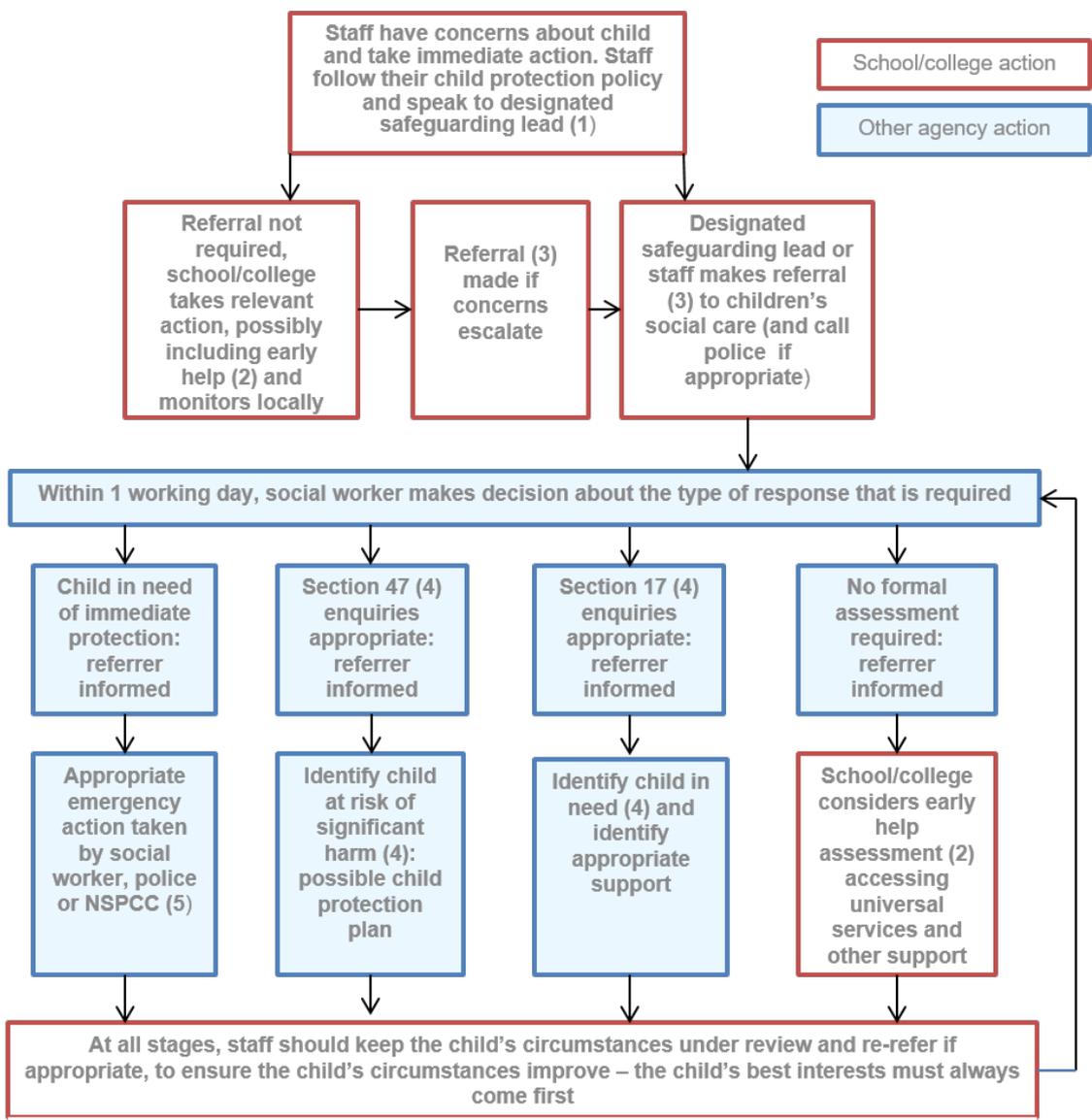
Availability

During term time the DSL (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the DSL (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the DSL, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.

It is a matter for individual schools and colleges and the DSL to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Annexure 7: Actions where there are concerns about a child with reference to referrals to Children’s Services

Actions where there are concerns about a child



(1) In cases which also involve an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working together to safeguard children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the local authority's referral process. Chapter one of [Working together to safeguard children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include section 17 assessments of children in need and section 47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working together to safeguard children](#).

(5) This could include applying for an Emergency Protection Order (EPO).