



Child Protection and Safeguarding Policy

Approved July 2016

School policies are reviewed by Governors annually

Rationale

The school fully recognises its responsibilities for the protection and safeguarding of children in our care. This policy applies to all staff, governors and volunteers working in the school and where relevant to visitors.

Aims

- To ensure that all staff and volunteers are suitable to work with children in line with Government guidance
- To establish a safe environment in which children can learn and develop
- To raise awareness of child protection issues and equip children with the skills needed to keep them safe
- To implement procedures for identifying and reporting cases, or suspected cases, of abuse
- To support students who have been abused in accordance with his/her agreed child protection plan
- To promote welfare and the best interests of the child

Statement of Intent

The safety and welfare of all our pupils at Bournside school is our highest priority. Our role is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. In all matters relating to child protection the school will follow the procedures laid down by our own (or where appropriate the relevant child's) Local Safeguarding Children Board (LSCB) together with DfE guidance contained in Working Together to Safeguard Children and Keeping Children Safe in Education: KCSIE May 2016). This policy is applicable to the whole school community.

All members of staff have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy.; safeguarding and promoting the welfare of children is everyone's responsibility. This includes a duty both to children in need and to children at risk of harm. All staff should read at least Part 1 of KCSIE and Annex A. All school staff should

be aware that child protection and safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns. The governors ensure that the following mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of KCSiE. All staff have been requested to read and acknowledge they have read child protection and safeguarding documents and that they understand their responsibilities and duties. The documents are KCSiE, Part 1 and Annex A; Safer Working practices, Safeguarding contacts and Handling a disclosure; Early Help.

Policies need to be developed from the core themes of safeguarding and promoting welfare. This policy will be reviewed by governors at least annually. This review will include an update and review of the effectiveness of this policy, procedures and their implementation.

Related Safeguarding Policies and Procedures:

The protection and safeguarding of children is ensured through the following policies and procedures:

- The Single Central Record of identity, qualification and vetting checks for all staff and volunteers
- The staff recruitment and selection processes, in line with the Children's Workforce Development Council procedures
- Local Authority policies on dealing with allegations against members of staff
- The guidelines for visitors
- The Safer Working Practices guidelines for staff and volunteers.
- The E-safety and Information Technology Acceptable Use Policy
- The guidelines for using a computer and personal technology in school (students)
- The school's 'Ladder of Consequences' in relation to the acceptable use of ICT equipment by students
- The Behaviour and Anti-bullying policy
- The Confidentiality Policy
- The Health and Safety policy
- The Trips and Visits Policy
- The Whistle Blowing policy

The above policies and practices are informed by the following statutory frameworks, legislative duties and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175/157)
- Local Safeguarding Children Board Child Protection Procedures
- Keeping Children Safe in Education May 2016

- Working Together to Safeguard Children (DfE March 2015)
- The Education (Pupil Information) (England) Regulations 2005
- Statutory Guidance issued under section 29 of the Counter Terrorism and Security Act 2015
- Prevent Duty Guidance for England and Wales – September 2015

The School Environment

- The school has a clear behaviour policy that aims to support vulnerable students by ensuring a secure, supportive and structured environment in which all members of the school community have the right to feel respected, valued and safe. It is based on a Code for Learning written by students and supported by a Ladder of Consequences that ensures that all students know what is expected of them and when their behaviour is unacceptable.
- The school recognises that school staff are well placed to observe the outward signs of abuse and to receive disclosures of abuse from students. The school therefore seeks to provide:
 - A school ethos that promotes a safe and secure environment in which all are valued and students are encouraged to talk and are listened to.
 - A PSCHEE curriculum that informs students of their rights and of where and how to access help and advice. Students have the opportunity to explore their feelings and develop skills how to deal assertively with pressures and stay safe from abuse.
 - A pastoral structure that ensures all students know there are adults to help and advise them.

What is child abuse?

The departmental advice: What to do if you are worried a child is being abused – Advice for Practitioners (insert link) should be referred to by all staff in raising their awareness of and helping them to identify the signs of child abuse. The NSPCC's website <https://www.nspcc.org.uk/> should be referred to by all staff in raising their awareness of and helping them to identify the signs of child abuse. The Annex A of KCSIE, included as Appendix 2 should also be referred to by all senior members of staff and those staff working directly with children.

Other Safeguarding Issues

Staff will be made aware that safeguarding issues can manifest themselves in many ways and can often overlap with one another. Some behaviours linked to drug taking, alcohol abuse, truanting, gender based violence and sexting also place children in danger.

The school recognizes that children are capable of abusing their peers. The school's approach to sexting and how this is approached by the school includes (include detail of how the school manages sexting including searching and confiscation).

The school also recognises the different gender issues that can be prevalent in peer on peer abuse, for example, girls being sexually touched or boys being subject to initiation/hazing type violence. All peer on peer abuse will be managed in accordance with this policy and a bullying incident will

be treated as a child protection concern where there is a reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm which warrants a response under these procedures rather than the school's (behavior and exclusions policy).

A pupil against whom an allegation of abuse has been made may be suspended from school during the investigation. The school will take advice from the LCSB on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the alleged victim and perpetrator. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the school will ensure that, subject to the advice of the LCSB, parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult until the investigation is completed. Confidentiality will be an important consideration for the school and advice will be sought as necessary from the LCSB or police as appropriate.

Victims and perpetrators of peer on peer abuse will be offered support by the school as appropriate (insert examples of support eg counselling)

Child's Wishes

Where there is a safeguarding concern the school will ensure that the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. The school manages this by (provide details of mechanisms for pupils to express their views and give feedback). The school will operate processes with the best interests of the pupil at their heart.

Transparency

The school prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of child protection are on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communications are essential.

Safer Recruitment Practices

Bournside school follows the Government's recommendations for the safer recruitment and employment of staff who work with children.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 20156), the governing body prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised. Organisations who are providing contractors or consultants working on site are asked for assurances that where relevant and required, their staff have been suitably vetted in line with legal requirements.

The School works with external agencies where appropriate including inter-agency working on the part of the Designated Safeguarding Lead (DSL) and attendance at strategy meetings.

As part of carrying out safe recruitment procedures under KCSIE, members of the teaching and non-teaching staff at the school including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school may undertake an online update check through the DBS Update Service.

Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State. Further checks will also include a check for information about any teacher sanction or restrictions that an EEA professional regulating authority has imposed.

All governors, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks. Confirmation is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils at school or on another site.

Should the school or college develop concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff.

Raising Awareness

Krissy Scott, is the liaison governor for safeguarding issues. The role of the designated governor is to liaise with the local authority on issues of child protection or in case of allegations against the Head or a member of the Governing Body. The governors in conjunction with the DSL carry out an annual review of the school's safeguarding policy and procedures with day-to-day issues being delegated to its [name] committee, which both the head and the designated safeguarding officer attend. The governing body is responsible for:

- *reviewing the procedures for and the efficiency with which the safeguarding duties have been discharged;*
- *ensuring that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay;*
- *approving amendments to safeguarding arrangements in the light of changing regulations or recommended best practice.*

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing good lines of communication with trusted adults, supported friends and an ethos of protection. We include within this the emotional wellbeing of our pupils and recognise the role school plays in recognising and protecting our children who may be vulnerable to radicalisation or exposed to extremist views.

Designated Safeguarding Lead

Jules Godfrey, (or in her absence Sally Lees) is our Designated Safeguarding Lead (DSL).

Designated Safeguarding Lead:

- Jules Godfrey, Deputy Head, 01242 235555 Ext 502 jmg@bournside.gloucs.sch.uk

Deputy Designated Safeguarding Lead (DDSL):

- Sally Lees, Assistant Head, 01242 235555 Ext 483 sal@bournside.gloucs.sch.uk

She has been fully trained for the demands of this role in child protection and inter-agency working in accordance with the locally agreed procedures and as set out in Annex B of KCSiE. She is a member of the senior leadership team at our school. Both the DSL and the DDSL, along with all Heads of Year and two members of staff with responsibility for Safeguarding undergo training at least every two years in order to provide them with the knowledge and skills to carry out their role. Both the DSL and DDSL will also attend refresher updates at regular intervals as required but at least annually to ensure that they remain conversant with best practice. They both have a job description for their safeguarding roles and key activities. The DSL's role is to ensure that each member of staff has access to and is aware of and understands the school's safeguarding policy and procedures. Their training meets the requirements of the DfE's 'Keeping Children Safe in Education' (KCSiE). The DSL has ultimate responsibility for safeguarding and child protection in the school. This responsibility should not be delegated.

The DSL/DDSL can be contacted at any time during school hours for staff to raise or discuss any safeguarding concerns on 01242 235555 Ext 502 or 483.

The DSL maintains close links with the LSCB for Gloucestershire and reports at least once a year to the governors' on the child protection issues outlined above. The DSL will make prompt contact with children's social care where there are concerns that a child may be in need of help or is at risk of harm. The DSL will also make prompt contact with the LADO in relation to allegations against someone working at the school and/or the police if a criminal offence is suspected.

The DSL will liaise with the local authority when necessary and work with other agencies in line with Working Together to Safeguard Children 2015 and attendance at strategy meetings. The DSL will work with partner agencies to seek advice, support and guidance, drawing on multi agency expertise, knowledge and experience to support pupils at risk of harm including emotional and intellectual harm via social media and use of the internet.

The DSL receives focused training to support learning and understanding of the ever changing landscape of safeguarding which is underpinned by legislation and guidance and includes issues

such as radicalisation. The DSL will undertake Prevent awareness training to enable them to provide advice and support to staff on protecting children from the risk of radicalization. The DSL and the school's focus is to support children in need through seeking early help and/or inter agency working, including using the Team around the Child Approach and/or the Common Assessment Framework.

The school's records on child protection are kept securely and are separated from routine pupil records. Access is restricted to the DS/DDSL, two lead safeguarding teachers and the Head.

Induction and Training

Every new member of staff, including part-timers, temporary, visiting, volunteers and contract staff working in the school, receives appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL or the Head and, if required, to the main points of local procedures for Gloucestershire to which referrals are made or, in certain circumstances, the police. Child protection training is also given to new governors and volunteers. The particular training arrangements for the prevention of radicalisation are as follows. All staff have completed the on-line Channel General Awareness Training as have all sixth form students as part of their personal development programme.

[http://course.ncalt.com/Channel General Awareness/01/index.html](http://course.ncalt.com/Channel%20General%20Awareness/01/index.html)

Three members of staff are trained to deliver the WRAP training (Workshop Raising Awareness of Prevent) by the Department of Education.

Training in child protection and safeguarding is an important part of the induction process. More detail is set out in our policy on 'Induction of New Staff'. Training includes a review of the school's safeguarding policy including the staff Safer Working Practice document, the school's whistleblowing policy, awareness training to equip staff to identify children at risk of being drawn into terrorism, the identity of the DSL and team and a copy of Part 1 of KCSIE, plus Annex A.

Training also promotes staff awareness of child sexual exploitation, Prevent (including referrals to Channel programmes), so called 'honour based' violence, forced marriage and female genital mutilation. Training on the early help process and process for making a referral to children's social care and for statutory assessment that may follow a referral (including what role they may be expected to play in such an assessment) will also be provided together with the importance of maintaining an appropriate level of confidentiality whilst at the same time liaising with relevant professionals. Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action *without delay* if such a practice is suspected.

All new staff must read and sign to confirm that they have read Part 1 of KCSIE and the relevant school policies listed in our Induction of New Staff in Child Protection policy. Appendix 2. Temporary staff and volunteers will also be provided with the child protection information, contacts at the school and information on handling a disclosure.

The Head and all staff receive appropriate safeguarding and child protection training which is regularly updated in line with advice from the school's LSCB. These can be in staff meetings, regular briefings and email alerts. In addition the Head and all staff receive safeguarding and child protection updates as required but at least annually to provide them with relevant skills and knowledge to safeguard children effectively.

Supporting Structures and Procedures

We follow the procedures set out by the Gloucestershire Safeguarding Children Board. We take account of guidance issued by the Department for Education (DfE) and the Home Office.

- There are five designated teachers for Safeguarding and child protection who have received appropriate training and support. Senior Leadership Team members have designated responsibilities for safeguarding and child protection and there is a nominated governor for child protection.
- All staff have completed the on-line Channel training.
- All members of the senior leadership team are required to have successfully completed the DfE recognised safer recruitment training within the last 5 years
- The suitability of all staff to work with children is checked:
 - We practise safe recruitment for all appointments, including the appointment of volunteers, in line with Government guidance. There is at least one National College (NC) accredited recruiter on all interview panels
 - We check the suitability of all staff and volunteers and visitors who have regular and or unsupervised access to children through the Disclosure and Barring Service (DBS) and professional references. Other visitors only have access to students under supervision
 - Any allegation against an adult working with our children (member of staff, governor, volunteer, supply or agency worker or contractor) is reported and managed using the allegations management procedures of the local authority
- The school ensures that all staff understand their responsibilities for child protection in being alert and vigilant for signs of physical and/or mental abuse or neglect and to refer any concerns to one of the DSOs. All staff are expected to follow school guidelines when responding to concerns about students or when there are disclosures of abuse from students. New staff receive an in house briefing pending the arrangement of training. All volunteers and contractors who work during times when students may be on-site are made aware of our child protection guidelines.
- All staff must read Part 1 of Keeping children safe in Education (July 2016). Appendix 2 and relevant internal documents: 'Safer working practices: guidance for staff' and 'E-safety and acceptable use policy'. Appendix 3.
- All staff are made aware of and have access to Designated Child Protection Officer contact information.
- The school's prospectus makes parents aware of the Child Protection and Safeguarding Policy.
- The security of the school site is protected through security fencing, timed magnetic locking systems on access gates and security keypads.
- A rigorous vetting of visitors ensures that only adults with DBS checks have unaccompanied access to students.

- ICT systems are filtered by the South West Grid for Learning.
- Risk assessments for all off-site visits and transport of students take due account of child protection and safeguarding procedures.
- A risk assessment is completed for all work experience placements, including consideration of the need to share confidential information about a student with the placement manager and the need to undertake DBS checks. An emergency contact at the school is provided to all providers of work experience placements.

Support for students

- The Child Protection Officer reports any concerns about the safety of a student to Social Services and liaises fully with this service and with all agencies involved with the student. A member of staff will attend case conferences where appropriate.
- The school keeps written records of concerns related to child protection and ensures that all such records are kept securely, separate from the main student file.
- The Child Protection Officer will notify the social worker if a student with a Child Protection Plan has an unexplained absence of more than two days.
- The school has an Attendance Officer who monitors the attendance of all students and leads and manages intervention for all students who are persistently absent.
- Student Support Services intervene to support students when concerns arise. They are fully trained in accessing and using the tools, procedures and support services under the heading of 'early help.'
- School staff working in Student Support Services have undertaken Common Assessment Framework (CAF) training. CAF assessments are undertaken in relation to students when the need arises.
- The CME (Children Missing from Education) procedures are established and the Education Entitlement and Inclusion Team is informed as required.
- If a student about whom there have been concerns related to child protection leaves the school, the student's file is transferred to the new school and social services informed.
- The school recognises that students suffering from abuse or who have witnessed violence may exhibit challenging or defiant behaviour or may be withdrawn and have low self-esteem. Students may need an Individual Education Plan and access to advice and counselling.

Preventing radicalisation

We recognise that it is a key role of the school to support children and that school may provide stability in the lives of children who may be at risk of harm. We also recognise that our pupils can be vulnerable and exploited by others. Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to attitudinal changes of pupils which may indicate they are at risk of and may need help or protection. However, staff acknowledge that there is no single way of identifying an individual who is likely to be susceptible to an extremist

ideology and family, friends and online influences can all play a major factor in the radicalisation of young people.

Staff will consider the level of risk to identify the most appropriate referral, which could include reference to Channel or Children's Social Care. Contact details for support and advice on the Prevent Duty can be in Appendix 1.

The Home Office statutory Prevent duty guidance can be accessed on <https://www.gov.uk/government/publications/prevent-duty-guidance>

The DfE non-statutory Prevent Duty guidance can be accessed on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

The Channel General Awareness course can be accessed on [http://course.ncalt.com/Channel General Awareness/01/index.html](http://course.ncalt.com/Channel%20General%20Awareness/01/index.html)

The school in recognition that pupils may be at risk of being drawn into terrorism carries out appropriate risk assessments (following consultation with local partners such as the police) of the potential risk in the local area. Such risk assessment are discussed with the DSL/DDSL and governor responsible for safeguarding to ensure the school's safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised.

The technical details of the filters used in the school are managed by SWGfL (South West Grid for Learning).

The Prevent statutory guidance requires school to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The school's responsibility to our pupil's is to ensure that they can critically assess the information that they receive as to its value to themselves and that the information is aligned to the ethos and values of the school and British values.

Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the school may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers, whilst on the school site, will be supervised by a school employee. On attending the school, Visiting Speakers will be required to show original current identification document including a photograph such as a passport or photo card driving licence. The school shall also keep a formal register of visiting speakers retained in line with its Data Protection Policy.

Children Missing from Education

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect including that a child may be at risk of radicalisation, FGM or forced marriage. Unauthorised absences from school will be managed in accordance with the school's Missing Child Policy. The school will monitor all pupil absences from school and promptly address concerns about irregular attendance with the parent/carer.

A pupil who fails to attend school regularly¹ or has been absent from school without the school's permission for a continuous period of 10 school days or more will be reported to the local authority. For further details on when the school has a duty to report to the local authority, please see the Missing Child Policy and Procedures when a Child is not Collected on Time.

CHILD SEXUAL EXPLOITATION

The school recognises that children who are victims of child sexual exploitation may go missing from education. School staff will be alert to possible indicators of child sexual exploitation and any concerns will be managed in accordance with this policy.

SO-CALLED 'HONOUR BASED' VIOLENCE ('HBV')

So-called HBV can include forced marriage and Female Genital Mutilation ('FGM'). School staff will be alert to possible indicators of HBV. Guidance on the warning signs of HBV can be found on pages 38-41 of the *Multi-agency statutory guidance of FGM* (<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>) and pages 13-14 of the *Multi-agency guidelines: Handling case of forced marriage* (<https://www.gov.uk/guidance/forced-marriage>).

Female Genital Mutilation ("FGM")

From October 2015, all teachers (along with social workers and healthcare professionals) will have a statutory duty to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils.

For the purposes of the mandatory reporting duty, a teacher is someone who undertakes teaching work as follows (including through distance learning or computer aided techniques):

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;

¹ At such intervals as are agreed between the school and the local authority.

- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

These activities are not teaching work if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the head teacher to provide such direction. The mandatory reporting duty will not therefore apply to supervised teaching assistants.

If staff have concerns that FGM has taken place, as well as reporting this to the police, they should also activate local safeguarding procedures using existing and national and local protocols. Unless the teacher has a good reason not to, they should still consider and discuss any case of FGM with the DSL and involve children's social care as appropriate.

Information on when and how to make a report can be found at Mandatory reporting of female genital mutilation: procedural information (<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>)

The local police non-emergency number is 101.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

All staff also need to be alert to the specific needs of those pupils who special educational needs and/or disabilities, including young carers. Those with SEND may not outwardly shown signs of abuse and/or may have difficulties in communication about abuse or neglect. Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

USE OF MOBILE PHONES AND CAMERAS

Neither staff nor children may use their own mobile phones to take photographs within the school or whilst carrying out school activities. [Please see the school's Safer Working Practice document for the school's policy on taking photographs of pupils.]

ONLINE SAFETY

The school will ensure that:

- appropriate filters and monitoring systems are in place to keep children safe online. The school's systems are SWGfL. Such systems aims to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm;
- children are taught about safeguarding, including online; and

- staff are equipped with the knowledge to safeguard children online by attending online safety training.

The school's E-Safety Policy and Acceptable Use Policy also sets out the school's approach to online safety.

Procedures for dealing with allegations or concerns about a child

The school treats the safeguarding of the pupils in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk. All our school staff are made aware of their duty to safeguard and promote the welfare of children in the school's care. Staff members are alerted to the particular potential vulnerabilities of looked after children.

The school recognises that there may also be children who, whilst not suffering harm or at immediate risk, require additional support from external agencies. Where appropriate, the school may consult with the child concerned and their parents regarding a referral to external agencies (such as children's social care). This may lead to a written plan to support a child in need being drawn up or an early help assessment, such as the Common Assessment Framework, being carried out. In either case, the school will liaise and take advice from external agencies as appropriate.

If a member of staff is made aware of **any** allegation of abuse, or if knowledge of possible abuse comes to his/her attention it is his/her duty to listen to the child, to provide re-assurance and to record the child's statements, but not to probe or put words into the child's mouth. On hearing an allegation of abuse or complaint about abuse directly from a child, a member of staff should limit questioning to the minimum necessary for clarification. Leading questions should be avoided. No inappropriate guarantees of confidentiality should be given; rather the child should be told that the matter will be referred in confidence to the appropriate people in positions of responsibility.

Every member of staff, including part-timers, temporary, visiting, contract and volunteer staff working in should report **any** concerns (including those where a pupil may benefit from early help or where it includes alleged abuse by one or more pupils against another pupil) to the DSL and submit an accurate written record of the disclosure or concerns. However, any staff member can make a direct referral to children's social care or other external services such as early help services in accordance with the referral threshold set out by [LCSB].

Where staff have concerns that a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. **Anyone** can make a referral. If anyone other than the DSL makes a referral, they should inform the DSL that a referral has been made as soon as possible. Staff must share information with children's social care and/or the police where there are any concerns that a child may be at risk of harm

If staff members are unsure about whether or not a referral should be made they should always speak to the DSL. The DSL will contact the LADO for advice or direction and will inform Ofsted if appropriate.

The DSL will refer **all** allegations or suspicions of abuse or cases where there is reasonable cause to suspect a child is suffering, or is likely to suffer significant harm, to the local authority designated officer (LADO) within 24 hours.

Borderline cases will be discussed with the LADO without identifying individuals in the first instance and following discussions the LADO will judge whether or not an allegation or concern meet the relevant threshold. The LADO will decide in the circumstances what further steps should be taken. This could involve calling the police.

Where the outcome of a referral is not reported to the referring member of staff or DSL and/or where a child's situation does not appear to be improving, the school will follow this up with the children's social care and push for reconsideration where appropriate. Any member of staff who has concerns that a child's situation does not appear to be improving should press for reconsideration.

The school will not do anything that may jeopardise any external investigation. Once the matter has been referred, all further responsibility for gathering information and deciding what happens next will rest with social services and the police.

With regard to the Prevent Duty, the School will co-operate with Channel panels and the Police with assessments are being undertaken.

In the case of pupil-on-pupil abuse which the school has reported to the LADO and which the LADO or statutory child protection authority decides to investigate further, the matter will be dealt with under the [School Behaviour and Discipline Policy] after discussion with the LADO.

The DSL will report safeguarding concerns to the Head (providing they do not concern the Head). For children in need of additional support from one or more agencies, the school will [insert individual school procedures to assist children in this circumstance]. The school's local authority is Gloucestershire.

Please refer to appendix 1: Handling a Disclosure and Safeguarding Team at Cheltenham Bournside School and Sixth Form for all contact information

Monitoring and oversight

The school monitors and evaluates its safeguarding policy and procedures through the following activities including:

Governing Body visits to the school;
Senior leadership team discussion with children and staff
Frequent scrutiny of attendance data
Log of bullying and/or racist behaviour incidents which are reviewed regularly by the senior leadership team and the governing body
Regular review of the use of pupil specific rooms and clubs at lunchtime and after school.

The school undertakes an annual audit of statutory duties and associated responsibilities in relation to guidance for Safeguarding Children and Safer Recruitment in Education. The audit is submitted to the Gloucestershire County Council Safeguarding Board.

Responsibility for completion of the audit document is allocated to the designated SLT Safeguard Lead. There is significant additional contribution from the designated SLT lead on safer recruiting. The audit report is signed off by the Headteacher and Chair of Governors. The scope of the audit includes:

- Compliance with training
- The voice of the child
- The school's policy
- Child protection procedures
- The school's offer of 'early help'.
- Consistency and cross referencing
- Safeguarding, emotional health and wellbeing within the curriculum
- Safer recruitment
- Disclosure and Barring Service
- Safer working practice
- Children with disabilities and Special Educational Needs
- Exclusions
- Single Central Record
- Allegations management
- Record keeping procedures
- Children missing for education
- Female genital mutilation
- Transport
- Acceptable Users Policy
- E-safety
- Anti-bullying
- Attendance
- Behaviour

An annual safeguarding action plan is drawn up following the self-audit

Appendix 1

- **Handling a disclosure and the Safeguarding team at Cheltenham Bournside School and Sixth Form Centre**

Appendix 2

- **Keeping Children Safe in Education Part 1 (including definitions of abuse) and Annex A**

Appendix 3

- **'Safer working practices: guidance for staff' and 'E-safety and acceptable use policy'**

Appendix 4

- **Procedures for managing allegations of abuse against staff, volunteers and the head**

Appendix 5

- **Visiting speakers at Cheltenham Bournside School and Sixth Form Centre**

Useful Websites

NSPCC <https://www.nspcc.org.uk/>

Keeping Children Safe in Education DfE July 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

Gloucestershire Safeguarding and Children's Board

<http://www.gscb.org.uk/article/111301/Home-Page>