

Safeguarding Policy

Date: September 2018

Review Cycle: Annually

Next Review Date: August 2019

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Children.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented: Peninsula HR Online

Peninsula Business Safe (Health and Safety)

Atlantic Data (DBS)

Educare (online CPD)

Safeguarding Contact numbers

Mr Nick Allison, Pastoral Deputy Head and Senior Designated Lead can be contacted on 01684 293156/07920 548531.

The Deputy Designated Person safeguarding for the school is Miss Charmain Eaton 01684 293156/07398840427 and Mrs Lucy Dickson 01684 293156 who have received safeguarding training through Worcestershire LA and also helps to take responsibility for safeguarding within the boarding and Junior settings respectively.

The Headteacher Mr Koen Claeys on 01684 293156/07825 417395

The Governor with responsibility for Safeguarding is Mr Stephen Aiano who can be contacted on 07798645666.

Worcestershire Social Services Access Centre between 8.30am – 5.00pm on 01905 768054 / 0845 6072000. For out of hours contact the Emergency Duty Team on 01905 768020

Local Authority Designated Officer (LADO)*, 01905 766090
The Children's Rights Director 0800 528 0731
Independent listener, Mrs Sheila Denman 01793 750913
NSPCC whistleblowing helpline- help@nspcc.org.uk

*All references within this policy to LADO refer to the Designated Officer or Team of Officers in the Local Authority - ref: KCSIE 2018. The LADO provides advise and will undertake investigations into any allegation or suspicion of abuse directed against anyone associated with the school.

1 Policy statement

1.1 This policy has been authorised by the Local Governing Body ('the Governors') and proprietor of Bredon School ('the School') and is addressed to all members of staff including volunteers, the Governors and the School proprietor. This policy can be made available to parents on request to the Headteacher's Office and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is away from the School on educational visits or activity excursion for example.

1.2 This policy was drawn up in accordance with Department for Education guidance issues under section 157 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 the National Minimum Standards for Boarding Schools, Keeping Children Safe in Education September 2018, the Prevent Duty Guidance (* Appendix 1 - Indicator of Vulnerability) and the local inter-agency procedure of Worcestershire Safeguarding Children Board (<http://westmerciaconsortium.proceduresonline.com/chapters/contents.html>). The School also contributes to interagency working in line with *Working Together to Safeguard Children 2018* guidance through effective implementation of the School's safeguarding arrangements and ensuring effective communication with local agencies. This policy also takes account of the School's equality obligations.

1.3 The School believes that every pupil in its care should feel safe and protected from any form of abuse whether through neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The school is also aware of its responsibilities to prevent peer on peer sexual violence and sexual harassment in all its forms. The School ensures pupils' spiritual, moral, social and cultural (SMSC) development and actively promotes the fundamental British values of democracy, the rule of law, mutual respect and tolerance of those with different faiths and beliefs through PSHE, assemblies and the curriculum. As a school we actively challenge behaviours and opinions which are contrary to these values.

The School also ensures that children learn and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, in a safe environment where they can also learn to challenge such ideas. Such topics are addressed in a way that is appropriate to the child's age and understanding, including any SEN and disabilities the child may have.

We also work with pupils through PSHE, assemblies, the curriculum and other means to help them and their parents understand the importance of safeguarding, cyber safety and risks associated with the use of the internet and other media, and of radicalisation to raise awareness and keep children safe. (Further information can be found on the PSHE scheme of work, and the behaviour management policies in the Staff Handbook.)

1.4 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (including temporary staff), Governors and volunteers to share this commitment. The School will take all reasonable measures to:

- practice safer recruitment in checking the suitability of all staff and volunteers (including supply staff and staff of contractors) who work with children and young people and ensure that other organisations who provide staff to the School operate appropriate safeguarding checks and procedures. The School's Safer Recruitment Policy can be found in the School Handbook and a copy can be provided on written request from the Headteacher's Office.
- carry out all necessary checks on the suitability of the School proprietor and any person serving on the School's Local Governing Body;
- make a prompt and detailed report to the Disclosure and Barring Service where the School ceases to use the services of any person (whether employed, contracted, a volunteer or pupil) because that person was considered unsuitable to work with children;
- deal promptly and appropriately with every suspicion or complaint of abuse in an open minded, non-judgemental and careful manner;
- protect each pupil from any form of abuse or harassment, whether from an adult or peer on peer ensuring that pupils and parents know how and who to contact when needed;

- ensure that pupils and staff understand the safeguards in place regarding e-safety and the potential threat that technology plays through inappropriate access to materials, online bullying and sexting;
- ensure that particular attention is paid to the safeguarding of the female minority in the school and also gay and transgender pupils;
- be alert to signs of abuse both from within School and from outside, being aware of the wider context where safeguarding concerns can occur; with attention also focussed on those who may be at risk from radicalisation or cultural practices at odds with British values such as forced marriage, child sexual exploitation and female genital mutilation;
- ensure staff understanding and compliance with the relevant policies including the behavioural policy, restraint policy, staff Code of Conduct and safe working practices such as the potential risks of working alone
- ensure that staff at Bredon School are aware that the nature of some of our pupils means that we need to have a raised awareness of their vulnerability. Additional attention is required to ensure that some pupils clearly understand safeguarding issues.
- ensure that all staff and volunteers are appropriately trained (and receive hard copies of key documentation) at induction and receive updated safeguarding training throughout their employment on a termly basis
- ensure that all staff, new staff, volunteers and temporary staff are also made aware of the School's safeguarding and safe working practices policies, the schools internal Whistleblowing Policy and the NSPCC whistleblowing helpline All staff need to understand their duty with regard to the Prevent strategy and challenge other cultural practises which conflict with fundamental British values such as intolerance, FGM and forced marriage
- ensure that the Senior and Deputy Designated Safeguarding Leads receive safeguarding training at least every two years;
- have procedures in place which, so far as possible, ensure that School staff and others who are innocent are not prejudiced by false allegations;
- support children who have been abused in accordance with his/her agreed child protection plan;
- ensure that children in need and those at risk of harm receive appropriate support;
- ensure that the school has clear arrangements in place to support looked-after pupils, (previously looked-after children and care leavers) and that they receive

appropriate support from staff who have the skills, knowledge and understanding to help keep them safe;

- be alert to the individual needs of children with medical conditions (including those with learning needs and/or disabilities);
- operate robust and sensible health & safety procedures;
- take all practicable steps to ensure that School premises are as secure as circumstances permit; ensure staff understand the Supervision of Pupils Policy and the concerns around children missing from education;
- when pupils attend off site activities, ensure that where staff from another organisation are working with our pupils, we have received assurances and verified that appropriate child protection checks and procedures apply to those staff;
- operate clear and supportive policies on drugs, smoking, alcohol and substance misuse which are clearly understood by pupils, parents and staff;
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area and contribute to inter-agency working as appropriate
- ensure that all visiting speakers are suitably and appropriately supervised at all times in line with Prevent duties.

2 The Designated Safeguarding Lead and Deputy Safeguarding Leads

2.1 The School has appointed a senior member of staff (Mr Nick Allison, Deputy Head Pastoral supported by Miss Charmain Eaton, Teacher and Houseparent and Deputy Safeguarding Lead, Miss Lucy Dickson, Junior School Teacher and Deputy Safeguarding Lead). These individuals have the necessary status and authority to be responsible for matters relating to safeguarding, child protection and pupil welfare. The 2018 changes to KCSIE state that these staff are the most appropriate individuals to advise on any safeguarding concerns and are trained to the same standard.

Parents are welcome to approach the Designated Safeguarding Leads if they have any concerns about the welfare of any child in the School, whether these concerns relate to their own child or any other. If preferred and as appropriate, parents may discuss concerns in private with the child's Personal Tutor, the boarder's Houseparent, or the Headteacher Mr Koen Claeys who will notify the Senior Designated Safeguarding Lead in accordance with these procedures.

The School also has a designated Governor for Safeguarding, Stephen Aiano who meets with the appointed members of staff to review this policy and to give guidance on safeguarding and safer recruitment practices.

2.2 The main responsibilities of the Senior Designated Safeguarding Lead are to:

- provide support to staff members to carry out their safeguarding duties;
- maintain an overview of safeguarding within the School;
- be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection (except where an allegation of abuse involves a member of staff in which case the procedure contained in paragraph 6.7 must be followed);
- co-ordinate the child protection and safeguarding procedures in the School, and will ensure sufficient account of the nature, age range of the school and its pupils;
- manage referrals of all cases of suspected abuse to Worcestershire Local Authority Designated Officer (LADO) and other external agencies, such as the Disclosure and Barring Service and Police, as appropriate;
- maintain an ongoing training programme for all School employees from induction and throughout their employment;
- monitor the keeping, confidentiality and storage of records in relation to child protection;
- liaise closely with the LADO and other external agencies as appropriate;
- liaise with the Headteacher to inform him of issues such as ongoing police or safeguarding investigations (unless the allegation involves the Headteacher)
- discuss any potential safeguarding issues in line with Worcestershire procedures;
- keep parents informed of action to be taken under these procedures in relation to their child in accordance with paragraph 6.19;
- monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received;
- liaise with other professionals to ensure that children who are subject to child protection plans are monitored;
- where appropriate, to take part in the child protection conferences or reviews/core groups;
- inform the Children's Social Care Department in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by the Children's Social Care department;
- monitor the effectiveness of the School's safeguarding policies and procedures in accordance with paragraph 9.2;
- for any Looked-After child (including those previously Looked-After), ensure there is a designated member of staff with responsibility for their welfare and progress;
- ensure, together with the Headteacher and Governors, that all staff receive appropriate training to help them understand the risk of radicalisation and what to do if they have any concerns that a child may be at risk of being drawn into terrorism, radicalisation and/or extremism – see contact details at the end of this policy;
- keep and maintain records of staff training on child protection and safer recruitment procedures; and
- ensure that, where a child leaves the School, the child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file.

2.3 The Senior Designated Safeguarding Lead or Deputies will:

- advise and act upon all suspicion, belief and evidence of abuse reported to them;
- keep the Headteacher informed of all actions unless the Headteacher is the subject of the complaint, in which case the procedures at paragraph 6.7 and 6.9 should be followed; and
- liaise with the Worcestershire Safeguarding Department and other external agencies on behalf of the School, as appropriate.

2.4 If the Senior Designated Safeguarding Lead is unavailable, all their duties will be carried out by one of the Deputies.

2.5 The Senior and Deputy Designated Safeguarding Leads have undertaken appropriate child protection training and training in inter-agency working and will attend refresher training at two-yearly intervals. In addition they will attend other such necessary training to enhance the performance of their duties such as relevant updates and other training as advised by the WSCB to enhance the performance of their duties.

3 Safeguarding and types of abuse

3.1. **Safeguarding:** It is important that all staff understand that safeguarding is:

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

Child protection is part of safeguarding and promoting welfare. Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

3.2. Types of abuse and neglect

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

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). They may be abused by an adult or adults or by another child or children.

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

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

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

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

4 Signs of abuse

4.1 Indicators of abuse: The possible signs of abuse include (but are not limited to):

- the pupil says s/he has been abused or asks a question which gives rise to that inference;
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;

- the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour;
- indicators of extreme views such as radicalism and racism.
- the pupil asks to avoid contact with a particular member of staff and appears reluctant to discuss the reasons; □ the pupil's development is delayed;
- the pupil loses or gains weight or presents with self-harm or eating disorders;
- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
- the pupil is reluctant to go home, or has been openly rejected by his/her parents or carers.
- the pupil is often missing from school without reasonable explanation.

The above are only possible indicators of abuse and not in themselves proof that abuse has occurred.

Staff may access some useful information on the NSPCC website on signs, symptoms and effect of abuse. As a school we are looking for the early signs of abuse and/or neglect.

4.2 SEN 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.

4.3 Child in Need: the School recognises that there may 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.

4.4 Prevent Duty: Under the counter-Terrorism and Security Act 2014, the School must have due regard to the need to prevent pupils from being drawn into terrorism. The School recognises that pupils may be at risk of being drawn into terrorism and as such, carries out appropriate risk assessments (following consultation with local partners, such as the Police) of the potential risk in the local area. Such risk assessments are discussed with the 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 regularly revised.

5 School employees, governors, volunteers and senior pupils

5.1 Duty: Every employee of the school, volunteer or Governor is under a general legal and moral (as well as personal and professional) duty to:

- protect children from abuse;
- be aware of the School's child protection procedures and to follow them;
- know how to access and implement the procedures, independently if necessary;
- keep a sufficient record of any significant complaint, conversation or event;

- report any matters of concern to the Senior or Deputy Designated Safeguarding Lead.

5.2 Training: Every new member of staff (including temporary staff and volunteers) will be provided with induction training that includes:

- the School's Safeguarding Policy, information on Children Missing Education and School's Behaviour Policy and Ladder of Consequences
- the identity of the Senior and Deputy Designated Safeguarding Leads
- the Staff Code of Conduct for teaching and support staff.
- how to identify children and young people at risk, including risk of radicalisation, FGM, forced marriage and other extreme cultural practises.
- the schools Whistleblowing Policy and Procedures and alternative whistleblowing routes outside the school.

All staff will be required, as part of their induction or refresher training, to read a copy of Part 1 of *Keeping Children Safe in Education*, 2018 and sign to indicate attendance at safeguarding training including annex A.

All staff including volunteers and the Headteacher will also receive regular safeguarding training, updates and refreshers in line with Worcestershire Children Safeguarding Board (WCSB) advice. In agreement with WCSB, such training is updated annually but with additional termly updates on changes to legislation and current concerns.

The School will also ensure that all staff with care of children (including new staff as part of their induction) receive appropriate training on preventing people from becoming drawn into terrorism and extremist views so as to provide staff with the knowledge and confidence to identify children at risk and to challenge ideas which can be used to legitimise terrorism. Such training will be updated as appropriate.

5.3 Whistleblowing: (see the School's Whistleblowing Policy which can be found in the School Handbook). All staff are required to report to the Headteacher, or the nominated School Safeguarding Governor in the Headteacher's absence, any concern or allegations about School safeguarding practices (including concerns about poor or unsafe practice and potential failings in the School's safeguarding regime) or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. This latter may be dealt with in accordance with the School's Managing Allegations of Abuse against staff procedure (see 6.7 below). There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. Staff have the choice of which Designated Safeguarding Lead to contact or can choose to contact the Worcestershire Social Services or the NSPCC whistleblowing helpline.

5.4 Senior pupils: At Bredon School prefects and other senior pupils have limited responsibility over other pupils. We believe however, that they can play an

important role supporting staff and should know what appropriate action to take should they become aware of any concerns. The school supports their ability to do this by giving an appropriate level of training in safeguarding at the commencement of each year and at intervals.

6 Procedures

6.1 Initial complaint: A member of staff suspecting or hearing a complaint of abuse must:

- listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place;
- not ask leading questions, that is, a question which suggests its own answer;
- reassure the child but not give a guarantee of absolute confidentiality. (all staff must be mindful that the overriding consideration must be the interests of the child. For this reason, absolute confidentiality cannot and should not be promised to anyone.) The member of staff should explain that they need to pass the information in order to help;
- keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Senior or Deputy Designated Safeguarding Lead as soon as possible and record the action taken.

When responding to a child, staff must take in account of language or communication difficulties the child has.

6.2 Preserving evidence: All evidence (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

6.3 Reporting: All suspicion or complaints of abuse must be reported to the Senior Designated Safeguarding Lead, or if the complaint involves this person, to the Headteacher. Details of procedures for reporting allegations against members of staff are given in paragraph 6.7. However anyone (staff, parents, pupil or member of the public) may share their concerns directly with external agencies such as children's social care or the NSPCC if preferred. Where the suspicion or complaint is in relation to terrorism or extremism ideas involving a pupil, staff must firstly raise this with the Headteacher or Designated Safeguarding Lead without delay.

6.4 Where the level of risk is such that there is an immediate risk of harm or staff have a genuine concern that there is an immediate risk of harm, any member of staff may make a referral directly to children's social care or the Police.

6.5 Parent's Concerns

Parents who have concerns about suspected abuse or neglect may also approach the Senior Designated Safeguarding Lead or pupil's Personal Tutor, Houseparent or the Headteacher who will ensure such concerns are dealt with in accordance with this

policy. Parents should also make a referral directly to children's social care or the police where they have concerns that there is a risk of immediate serious harm.

6.6 Action by the Designated Safeguarding Lead: The action to be taken will take into account:

- the local inter-agency procedures of WCSB;
- the wishes of the pupil concerned (taking into account the pupil's maturity and understanding) provided they have been properly informed and consulted. Circumstances may arise where the pupil's wishes need to be overridden;
- the parent's wishes, provided informing the parents does not put the pupil at risk and they have no interest which would conflict with the pupil's best interests;
- the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the Children's Social Care Department or the Police;
- confidentiality for those involved or reporting, so far as applicable.

If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead will consult with the WCSB on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may have suffered significant harm or is at risk of significant harm, a referral will be made promptly (and in any event within 24 hours). If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to Children's Social Care Department within 24 hours and ensure the referral is followed up if no response or acknowledgment is received within two working days using the WCSB Referral Form.

Any member of staff who has concerns that a child's situation does not appear to be improving should press for re-consideration.

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.

6.6 External agencies: Whether or not the School decides to refer a particular complaint to the Children's Social Care Department or the Police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to the Children's Social Care Department or the police and will be provided with contact names, addresses and telephone numbers, as appropriate, subject to 6.20. Boarders and their parents have access to a complaints procedure in relation to issues affecting their welfare which provides contact details for ISI, the Children's Rights Commissioner and the WCSB.

6.7 Allegations against staff (including the Headteacher and Safeguarding Leads) and volunteers: Every staff member has a responsibility to ensure safe working practices and that their behaviour and actions do not place pupils or staff at

risk of harm or of allegations of harm to a pupil (see the Staff Code of Conduct for further information). The School's procedures for dealing with allegations against any staff member (and volunteers who work with children) aims to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from vexatious allegations. The School will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. The School will liaise with the LADO, police and social services as to managing confidentiality as appropriate. The School's procedures for managing allegations against staff (including the Headteacher and Safeguarding Leads) and volunteers follows Departmental guidance and WCSB arrangements and apply when staff, including volunteers, have (or alleged to have):

- Behaved in a way that has harmed a pupil, or may have harmed a pupil;
- Possibly committed a criminal offence against or related to a pupil; or
- Behaved towards a pupil in a way that indicated that they would pose a risk of harm if they were to work regularly or closely with children.

Where an allegation or complaint is made against any member of staff, other than the Headteacher or volunteer, the matter should be reported immediately to the Headteacher, or in his absence, the Governor responsible for safeguarding but keeping the Headteacher informed. All concerns or allegations about a member of the local governing body should be directed to the Governor responsible for safeguarding.

The Headteacher (or Governor with responsibility for safeguarding) will then immediately, and in any event within one working day, inform the LADO of all allegations which appear to meet the above criteria or that are made directly to the police. If, at any point, there is a risk of immediate serious harm, immediate intervention by social services and/or the police will be required. The Headteacher will discuss the matter with the LADO and where necessary, the LADO will obtain further details of the allegations and the circumstances in which the allegation was made. The School will act in accordance with advice given by the LADO and will not investigate allegations or inform any individuals without the LADO's consent. The Headteacher (or Governor with responsibility for safeguarding) will keep a written record of discussions with the LADO.

Allegations against a member of staff who is no longer at the School (including historical allegations) should be referred to the Police.

- The School recognises it has a duty of care to staff but may take action in the event of allegations against staff in accordance with its disciplinary procedures. The School will ensure support is in place for individuals facing an allegation and a representative will be appointed to keep the individual informed of progress of the case and to consider what other support is available and appropriate for the individual.

6.8 Records and References: Details of allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations

the School will keep clear, comprehensive and confidential records of any allegation made against staff including the action taken and decisions reached. A copy will only be provided to the individual concerned following consultation with appropriate agencies and agreement has been reached as to what information can be disclosed. Allegations proven to be false, unsubstantiated or malicious will not be included in employer references.

6.9 Allegations against the Headteacher: Where an allegation or complaint is made against the Headteacher or the DSLs, the person receiving the allegation should immediately inform the Governor with responsibility for safeguarding without first notifying the Headteacher or DSLs. Any such allegation will be discussed with the LADO before further action is taken.

6.10 Allegations against the Chairman and Governors: Where an allegation or concern is made against a Governor (including the Chair of Governors), the person receiving the allegation should immediately inform the Headteacher without first notifying the person subject of the allegation or concern. Any such allegation will be discussed with the LADO before action is taken.

6.11 Suspension: Suspension will not be an automatic response to an allegation but will be considered where the circumstances warrant it. Where suspension is being considered, the LADO should be consulted so that full consideration can be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned; and
- the need for a full and fair investigation.

If suspension is deemed appropriate, the reasons and justifications will be recorded by the School and the individual will be notified of the reasons usually within one working day. If a member of boarding staff is suspended pending a child protection investigation, the School will make arrangements for alternative accommodation outside the school, away from children until the allegation or concern is resolved.

6.12 Unfounded or malicious allegations:

- Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headteacher will consider whether to take disciplinary action in accordance with the School's behaviour and disciplinary policy.
- Where a parent has made a deliberately invented or malicious allegation, the Headteacher will consider (in accordance with the School's terms and conditions) whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.
- Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the School reserves the right to contact the Police to determine whether any action might be appropriate.

6.13 Ceasing to use staff: If the School ceases to use the services of a member of staff, a Governor or volunteer (whether employed, contracted, a volunteer or pupil), a Governor or volunteer for regulated activity and the DBS referral criteria is met (that

is, they have caused harm or posed a risk of harm to children) because they are unsuitable to work with children, a prompt and detailed report will be made to the DBS. A settlement agreement will not be appropriate where a referral is made to the DBS.

All reports to the DBS will be followed by an internal review of the School's safeguarding procedures with a report being presented to the Governing body. Where a dismissal does not reach the threshold for a DBS disclosure, the School will consider whether to make a referral to the Teaching Regulation Agency (TRA) as well as referral to DBS where a teacher has been dismissed (or would have been had they not resigned) and a prohibition order may be appropriate because of unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence.

- 6.14 **Resignation:** If a member of staff (or a Governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the DBS in appropriate circumstances. The School will never enter into settlement agreements with a member of staff when an allegation has been made, regardless of whether a member of staff cooperates or refuses to cooperate with an investigation.

The name, address and telephone number of ISI and Ofsted are displayed in prominent places around the school.

ISI address: CAP House, 9-12 Long Lane, London, EC1A 9HA. info@isi.net. 02076000100

Ofsted address: Piccadilly Gate, Store Street, Manchester, M1 2WD. www.ofsted.gov.uk. 03001231231

- 6.16 **Staff Guidance:** (see also the Staff Code of Conduct) Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Handbooks. The School's policy on physical restraint is also included in the Behaviour Policy, which is available on the School website. A copy of this can also be made available to parents on request to the Headteacher's office.
- 6.17 **Allegations against pupils:** Children may be harmed by other children, an area highlighted in KCSIE 2018. A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. There may also be occasions when a pupil's behaviour warrants a response under these procedures rather than the School's Behaviour Policy. Where abuse may be peer on peer and a pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation then the School's policies on behaviour, discipline and sanctions will apply. The School will take advice from the WCSB 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 WCSB, parents are informed as soon as possible and that the pupils

involved are supported during the interview by an appropriate adult and until the investigation is completed. In the case of pupils whose parents are abroad, an education guardian will be requested to provide support to the pupil and to accommodate the pupil if a suspension is necessary during the investigation. Confidentiality will be an important consideration for the School and advice will be sought as necessary from the WCSB or Police as appropriate.

6.18 Peer on peer abuse - All staff should recognise that children are capable of abusing their peers. All staff should be clear about procedures with regard to peer on peer abuse.

- allegations of peer on peer abuse will be recorded, investigated and dealt with as with any other form of abuse;
- victims, perpetrators and any other child affected by peer on peer abuse will be supported with consideration with the safety of each child considered as the paramount concern
- we believe that abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”;
- we recognise the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously. We also recognise that LGBT pupils may also be vulnerable to abuse due to their individualised circumstances
- we recognise that physical abuse may take many forms such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexting is a complex problem and the school will look at each case individually to support pupils, looking for coercion and the fallout of this activity.
- initiation/hazing type violence and rituals are unacceptable, open to abuse and not allowed at Bredon school.

6.19 **Suspected harm from outside the School:** A member of staff who suspects that a pupil is suffering harm from outside the School should seek information from the child with tact and sympathy using ‘open’ and not leading questions. A sufficient record should be made of the conversation which should be referred to the Senior or Deputy Designated Safeguarding Lead as soon as possible. Staff should be aware of any children at potential risk of FGM or forced marriage or other extreme cultural practices. It is important that all staff are aware of the potential wider context of any safeguarding concerns and are able to look beyond the school environment.

6.20 **Missing child procedures:** A child going missing from an education setting, particularly on repeated occasions, is a potential indicator of abuse or neglect. All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any boarder or day pupil missing from school. The procedure includes the requirement to record any incident, the time stated actions to be taken (including any reports made to social services and/or the Police) and the reasons given by the pupil for being missing.

6.21 **Informing parents:** Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Senior or Deputy Designated Safeguarding Lead will need to consult the WCSB before discussing details with parents.

7 Secure school premises

7.1 **School premises:** The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.

7.2 **Visitors Book:** The School keeps a Visitors Book at reception. All visitors must sign in on arrival, will receive a badge with the title 'Visitor' clearly displayed to wear for the duration of their stay and sign out on departure. They will be escorted whilst on School premises by a member of staff (maroon lanyard) and wear a blue lanyard designating their status, DBS checked visitors will have a green lanyard.

7.3 **Boarding Houses:** All visitors to Boarding Houses must report to the house staff on duty immediately on arrival, and must expect to be kept under sufficient staff supervision during their visit.

7.4 **Photography and mobile phones:** Whilst the School asks permission from all parents whether to allow their child to be photographed, no visitor or member of staff should photograph or film any pupil at the School without permission from the Headteacher. Staff will not use personal mobile phones to contact parents or pupils and will ensure their personal mobile phones are kept safely away from children. Staff will ensure that only school equipment is used and images or recordings are downloaded within 24 hours. For residential trips the School would expect the same time scales to be observed upon return to school. When outdoors or away from school staff may use their personal phones to contact medical staff in an emergency. Junior School parents will be requested not to use mobile phones when dropping off and collecting their children.

8 Confidentiality and information sharing

8.1 **Confidentiality and information sharing:** The School will keep all child protection records confidential, allowing disclosure only when required by law and/or anywhere information needs to be shared in order to safeguard and promote the welfare of children, taking into account the School's obligations under the Data Protection Act 2018. It is clear that the GDPR compliance cannot stand in the way of safeguarding children. The School will co-operate with the Police and Children's Social Care departments to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 and in accordance with the requirements of *Working Together to Safeguard Children*.

8.2 **Allegations against staff:** Where allegations have been made against staff, the School will consult with the LADO and, where appropriate, the police and social services to agree the information that should be disclosed and to whom. Residential staff would be supported to move off site during the period of an investigation.

9 Monitoring

9.1 **Incidents:** Any child protection incidents at the School will be followed by a review of the safeguarding procedures within the School and a report to the Governors of Bredon School. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the School's procedures or practices to help prevent similar events in the future.

9.2 **Review:** In addition, the Designated Safeguarding Leads will monitor and keep under review this policy and other relevant procedures to ensure they meet statutory obligations and relevant guidance and will make an annual report to the Governors and proprietor of Bredon School.

9.3 **Governing Body:** The Governors will undertake an annual review both of this policy and review how their duties under it have been discharged and ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.

10 Safeguarding Contact numbers

Mr Nick Allison, Pastoral Deputy Head and Senior Designated Lead can be contacted on 01684 293156/07920 548531. The Deputy Designated Person safeguarding for the school is Miss Charmain Eaton 01684 293156/07398 840427, Miss Lucy Dickson 01684 293156. Both staff members have received safeguarding training through Worcestershire LA.

The Headteacher, Mr Koen Claeys on 01684 293156/07825 417395

The Governor with responsibility for Safeguarding is Mr Stephen Aiano who can be contacted on 07798645666.

Worcestershire Social Services Access Centre 01905 768054/0845 6072000 between 8.30am – 5.00pm. For out of hours contact the Emergency Duty Team on 01905 768020

Local authority Designated Officer (LADO)*, James Dorland on 01905 766090 Email: jdorland@worcestershire.gov.uk

The West Mercia Prevent Team support those who may be involved in radicalisation:
Telephone: 01386 591835 / 01386 591816 / 01386 591825
Email: prevent@warwickshireandwestmercia.pnn.police.uk

Police Public Protection Unit 01905 331 045

NSPCC whistleblowing helpline- help@nspcc.org.uk

The Children's Commissioner 0800 528 0731 www.childrenscommissioner.gov.uk

Independent listener, Mrs Sheila Denman 01793 750913

Date: September 2018

Review Cycle: Annually

Next Review Date: August 2019

Approved



Mr A Hassan
Chair

Approved



Koen Claeys
Headteacher