



## **School Safeguarding Children**

**(This policy equally applies to the EYFS)**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

### **WITHIN THE POLICY:**

- Named Staff and Contacts
- Policy Statement
- Signs of Abuse
- The Role of the Designated Safe Lead Procedures
- Action by the DSL
- Working with External Agencies
- Allegations against Staff and Volunteers
- The role of the LADO
- Allegations against Pupils
- Early Years Foundation Stage Provision
- Support for Pupils, Staff and Families
- The Role of the Governing Body

**Name of School:-**

**GRACE DIEU MANOR SCHOOL**

**This Policy is reviewed annually by the Governing Body, and was last reviewed on:-**

Reviewed by MK (DSL) and Mrs Holly Cross (Safeguarding Governor) August 2017. To be ratified by the Governing Body in October's Full Governors' Meeting in November.

**Signature ..... (Chair of Governors)**

**Print Name .....**

**Date: August 2017**

**Date of next review: August 2018 (or as required)**

## Named Staff and Contacts

- Designated Safeguarding Lead (DSL): Margaret Kewell, Headmistress: **01530 222276; 07789888622**
- Deputy Designated Safeguarding Lead (DDSL): Nicola Dexter, Head of Pre-Prep: **01530 222276**
- Nominated Safeguarding Governor: Mrs Holly Cross **07887545915**; Chair of Governors: Mr Richard Gamble: **07738800225**
- Safeguarding and Improvement unit contacts:

Leicestershire (as the school is located in Leicestershire this must be the first point of contact)

### **First Response (Service Manager)**

June Gregory 01163056015 **Priority 1 (same day response): 01163 050005**

### **Allegations Manager**

Mark Goddard & Karen Brown 0116 305 7597

### **Safeguarding Development Officer:**

Simon Genders 0116 305 7750

### **Children's Social Care: Central Duty Team**

Telephone 0116 3050005  
Fax 0116 3050011  
Email [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)  
Address Children's Central Duty Team  
Eastern Annex  
County Hall  
Championship Way  
Glenfield  
LE3 8ST

**Leicestershire 'Prevent' Engagement Team: 0116 248 6726**

[Preventengagement.team@leicestershire.pnn.police.uk](mailto:Preventengagement.team@leicestershire.pnn.police.uk)

*Allegations against an adult in the School (or outside the School as might be necessary) will be referred to **Mark Goddard or Karen Browne on 0116 3057597**, who are the Allegations Managers (equivalent of the Local Authority Designated Officer) at Leicestershire County Council. The First Response Service Manager is **June Gregory who can be contacted on 0116 3056015***

If any deficiencies or weaknesses in the School's child protection arrangements become apparent at any time, they will be remedied without delay.

**The Local Area Designated Officers names and contact details are:**

**Karen Brown: 0116 305 7597**

**Mark Goddard: 0116 305 7597**

## **SAFEGUARDING CHILDREN POLICY**

*This Policy is made available to parents of all new pupils, on the School website, and on request from the School Office. It is available to the Staff<sup>1</sup> at the School from the School website, in the Staff Handbook (electronic) and on request from the School Office. Content of this Policy is directly discussed with new staff upon induction into the School. All staff, volunteers, Governors and contractors at the School are fully briefed on the content of this policy and the expectations relating to their individual responsibilities.*

Safeguarding is 'everyone's responsibility'.

This Policy has been authorised by the Governors, is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff, temporary staff, contractors or volunteers are working with pupils including when on school activities away from the School, for example at an activity centre or on an educational visit.

This Policy is consistent with:

- *Keeping Children Safe in Education (2016)*, which covers the requirement to promote the welfare of pupils in the School and to safeguard pupils. This includes processes for the identification of abuse or harm (actual or likely) and for reporting to Children's Services and/or the police, for safer recruitment of staff working at the school and for the reporting of concerns about staff mis-conduct towards pupils to the Designated Officer (LADO) and/or the police.
- the Leicestershire Local Children's Safeguarding Board (LLCSB) Procedures, which contain procedures and guidance for safeguarding children;
- Working Together to Safeguard Children 2015

### **I. The Policy**

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<sup>1</sup> The definition of 'staff' is: *Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer. The following are included: teachers, peripatetic teachers and coaches, part-time staff, students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the School (for example as after-School carers).* Independent Schools standards Regulations (2014) and ISI Regulatory Requirements, April 2015

The statutory framework for Child Protection is contained in the *Children Act (1989)*. The duty of Independent Schools' proprietors and/or Governors to safeguard and promote the welfare of children who are pupils at the School is explicitly stated in the *Education Act (2002, Section 175)*. Independent Schools are required to follow the DFE statutory guidance *Keeping Children Safe in Education (September 2016)*, and national guidance *Working Together to Safeguard Children (2015)*. The policy also reflects the advice and guidance contained in the *Dealing with Allegations of Abuse Against Teachers and Other Staff (2014)* and the advice contained within *Teacher Misconduct: the prohibition of teachers (2014)*, *Disqualification under the Childcare Act (2006, updated in February 2015)* and the Counter-Terrorism and Security Act (2015), *Prevent Duty Departmental Advice for Schools and Childcare Providers (June 2015)*.

The Policy plays a crucial role in sustaining effective processes to actively promote the welfare of pupils in the day-to-day running of the School and to safeguard and protect. This is consistent with the aims and ethos of the school:

- listening to, relating effectively with and valuing each individual pupil in our care;
- encouraging and supporting parents, carers and guardians and working in partnership with them; and
- ensuring that all members of staff, both teaching and support, full-time and part-time, including Governors and volunteers are properly trained and supported to ensure the aims, ethos and expectations arising from this policy are fully and consistently implemented in practice.

As such, Grace Dieu Manor School will take all reasonable measures to:

- ✓ Ensure that Staff are trained to identify abuse and likely abuse, report concerns to the DSL or DDSL and to ensure they actively promote the aims and ethos of the school to keep pupils safe.;
- ✓ Ensure that safer recruitment practice is rigorously followed in checking the suitability of staff and volunteers (pre-appointment checks) as required by *Keeping Children Safe in Education (2016)* and other government guidance. Please see the School's **Safer Recruitment Policy** (published on the School Website) and its **Staff Selection Procedure** checklist;
- ✓ Ensure that we have in place a **Code of Conduct** for ALL staff, Governors and volunteers;
- ✓ Ensure that we carry out all necessary checks on the suitability of people who serve on the School's Governing Body in accordance with the regulations and statutory guidance above;
- ✓ Ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because the person was considered unsuitable to work with children, a detailed report is made to the Disclosure and Barring Services within one month;
- ✓ Follow the Leicestershire LSCB procedures and advice as set out via the 'Pathway to Services' published by the County Council;
- ✓ Protect each pupil from any form of abuse, whether from an adult or another pupil;
- ✓ Be alert to signs of abuse both in the School and from outside;
- ✓ Deal appropriately with every suspicion or complaint of abuse;
- ✓ Design and operate procedures which promote this Policy;

- ✓ Design and operate procedures which enable staff at the School to fulfill their responsibilities in safe ways and in accordance with the requirements of good staff conduct at all times. Reference is made to the **Code of Conduct** and **Procedures when a Member of Staff, Volunteer, Child Protection Officer or Headmistress faces Allegations of Abuse**
- ✓ Support children who have been abused in accordance with his/her agreed child protection plan;
- ✓ Be alert to the medical needs of children with medical conditions;
- ✓ Operate robust and sensible health & safety procedures;
- ✓ Take all practicable steps to ensure that School premises are as secure as circumstances permit;
- ✓ Assess the risk of pupils being subject to radicalisation\* or being drawn into terrorism/extremist activity and have processes in place to identify any children who may be at risk of such radicalization;
- ✓ Ensure that visiting speakers are suitably supervised.
- ✓ Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in Grace Dieu or in our local area.

Every complaint or suspicion of abuse or likely abuse from within or outside the School will be, in all circumstances, referred to Leicestershire Children's Services (see contact details above) or Leicestershire police (CPU).

**If, at any point, there is a risk of immediate serious harm to a child a referral will be made to children's social care without any delay. This will usually be through the DSL or DDSL but all staff are entitled to make a direct referral if it is felt this is needed. Safeguarding is "everyone's responsibility".**

\* See contact details for Leicestershire 'Prevent' Engagement Team (Page 2)

## 2. Types of abuse and neglect

**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. 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.

**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.

**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.

### **Specific safeguarding issues**

*Keeping Children Safe in Education* (September 2016) highlights specific safeguarding issues which include, *Child Sexual Exploitation, Bullying and Cyber Bullying, Faith Abuse, Missing from education, Radicalisation and Female Genital Mutilation*. Safeguarding protocols at both a local and national level can be followed by following the hyperlinks in Appendix I

The School will pay close attention to other forms of harm potentially affecting children, for example:

- child missing from education – please see separate policy
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying – please see separate policy
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)

- mental health
- private fostering
- preventing radicalisation\*
- sexting
- teenage relationship abuse
- trafficking

Again, these are examples only. Staff must be alert to specific issues at all times and take the required actions to raise concerns.

***\*Grace Dieu takes seriously its duty to prevent pupils becoming radicalised. The School will pay ‘due regard’ to this duty in all its responsibilities towards children and staff. This includes in safer recruitment, monitoring visiting speakers, actively promoting British values and supporting pupils through PSHE. See our Website for more information: Promoting British Values.***

### **3. Signs of Abuse, Harm and Additional Support for Pupils and Staff**

The School recognises that some children today are the victims of neglect and/or physical, sexual or emotional abuse and that staff of the School, by virtue of their day-to-day contact with and knowledge of the children in their care, are well placed to identify such abuse and offer support to children in need. The Law defines someone as a child until he or she is 18.

***Children’s Act 1989 Section 17 – Places a duty on the local authority to provide services to children in Need:***

*“A child is unlikely to achieve or maintain a reasonable standard of health or development ... [or] health or development is likely to be significantly impaired without the provision for him/her of services by a local authority... or...he/she is disabled”*

***Children’s Act 1989 Section 47 – Duty on the local authority to investigate cases where it is believed a child is suffering or is likely to suffer significant harm:***

*“where there is reasonable cause to suspect a child is suffering, or is likely to suffer, **significant harm.**”*

Possible signs of abuse include (but are not limited to):

- ✓ the pupil says he/she 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;
- ✓ the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- ✓ the pupil's development is delayed;
- ✓ the pupil loses or gains weight;
- ✓ the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;



- ✓ the pupil is reluctant to go home, or has been openly rejected by his or her parents or carers.
- ✓ the pupil has 'gone missing' from School for a period of time (3.4) with little or no notice; or there is a pattern of repeated absence.

### **3.1 Support to pupils**

Grace Dieu recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children school may be one of the few stable, secure and predictable components of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. Grace Dieu seeks to remove any barriers that may exist in being able to recognize abuse or neglect in pupils experiencing Special Educational Needs or Disability. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.

### **3.2 Peer on Peer Abuse**

Grace Dieu recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". This abuse could for example include sexual assaults, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls. There are separate school and local authority or LSCB guidances and policies to address these concerns including the Behaviour Policy, Anti-bullying Policy, E-safety Policy, "Guidance for schools working with children who display sexually abusive behaviour" (Leicestershire LA Guidance) as well as guidance made clear in KCSIE 2016 paras 76-78. Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and pupils.

### **3.3 Sexting**

Grace Dieu does not permit the children to bring mobile phones to schools. However, Grace Dieu will always respond if informed that children have been involved in 'sexting' (youth produced sexual imagery). The UK Council for Child Internet Safety (UKCCIS) guidance, *Sexting in schools and colleges: responding to incidents and safeguarding young people* will be used to guide the school's response on a case by case basis.

The key points being:-

- Inform the Headmistress/DSL as soon as possible
- Support the victim as appropriate and in accordance with their best interests
- Inform all parents of involved children unless by doing so you put a child at risk
- Images will not be viewed by school staff
- If school is to deal with the matter, involve parents in ensuring the images are deleted
- If there is evidence of exploitation or the targeting of a vulnerable student, inform the police

### **3.4 Children Missing from Education**

Grace Dieu recognises the entitlement that all children have to be education and will work closely with the local authority to share information about pupils who may be missing out on

full time education or who go missing from education. The local authority will also be informed where children are to be removed from the School register a) to be educated outside the school system; b) for medical reasons; c) because they have ceased to attend; d) because they are in custody; d) because they have been permanently excluded.

### **3.5 Child Sexual Exploitation**

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Staff training includes raising awareness of this issue and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty if appropriate.

### **3.6 Honour Based Violence**

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM) (see Appendix I) forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and concerns will be passed to the DSL for onward referral as required.

### **3.7 Complaints**

Complaints or concerns raised by parents or pupils will be taken seriously and followed up in accordance with the School's Complaints Procedure.

### **3.8 Support for Staff**

As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the DSL about the support they require. The DSL should seek to arrange the necessary support.

Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred should follow the procedure as laid out in this document – **see '5. Procedures'**.

## **4. The Role of the Designated Safeguarding Lead (DSL or DDSL)**

### **4.1. The Designated Safeguarding Lead (DSL)**

The School has appointed a senior member of staff (the Headmistress) with the necessary status and authority to be responsible for matters relating to child protection and welfare. The main responsibilities of the Designated Safeguarding Lead are:

- ✓ to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
- ✓ to co-ordinate the child protection procedures in the School;
- ✓ to maintain an on-going training programme for all School employees;
- ✓ to monitor the keeping, confidentiality and storage of records in relation to child protection; and
- ✓ to liaise with the Designated Person(s) responsible for Child Protection appointed by Leicestershire County Council, and the Leicestershire Prevent Engagement Team if required;
- ✓ to oversee and co-ordinate the School's implementation of the Prevent duty in respect of preventing radicalisation;
- ✓ to update the Safeguarding Policy and procedures in line with current guidance and changes, and to inform staff, Governors and volunteers of any updates and or changes.

**4.2** The DSL at Grace Dieu Manor School is Margaret Kewell (Headmistress) who may be contacted on **01530 222276; 07789888622** She will:

- ✓ advise and act upon all suspicion, belief and evidence of abuse reported to her;
- ✓ when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm' inform **Leicestershire County Council First Response Children's Duty Team (0116 305005; 07966111058)<sup>2</sup>** and /or the Police, but within 24 hours of a disclosure or suspicion of abuse;
- ✓ Inform the **First Response Service Manager, June Gregory who can be contacted on (0116 3056015);** for **Allegations** (*or concerns raised about the conduct of staff towards children*) **either Mark Goddard or Karen Browne should be contacted on 0116 3057597** and for general safeguarding concerns, contact **Simon Genders – Safeguarding Development Officer – on 0116 3057597**
- ✓ Keep the Governor responsible for Child Protection at Grace Dieu, **Mrs Holly Cross**, informed as is necessary, or the Chair of Governors, **Mr Richard Gamble**.
- ✓ Should the concern or allegation be about the Headmistress, any staff member, parent or volunteer should contact the Governor responsible for Child Protection, **Mrs Holly Cross**, or the Chair of Governors, **Mr Richard Gamble** whose contact details are found on Page 2 of this Policy.
- ✓ Ensure that the School is represented at any relevant child protection conferences or, failing that, that a report is submitted to the conference from the School as required. He will also ensure that any recommendations made by the conference which involve School staff are carried out as agreed.

**4.3** If the DSL is unavailable or is himself the subject of a complaint, his duties will be assumed by the DDSL **Head of Pre-Prep, Mrs Nicola Dexter** who has received appropriate training which is updated every two years.

**4.4** All staff will receive Child Protection training which is updated as required but at least every two years. All staff will receive a copy of part one of *Keeping Children Safe in Education (2016)* or any updates. A record will be kept that each member of staff has received Part 1 of KCSIE 2016

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<sup>2</sup> Or the relevant Safeguarding Board as per their published details set out on Page 3 of this document

- 4.5** Inset training will also be regularly provided to update staff on this policy.
- 4.6** All new staff will be provided with Induction Training on this Policy and its implementation. Additionally, staff and volunteers will be briefed on the schools expectations with regard to its code of conduct.
- 4.7** The DSL has undertaken child protection training and training in inter-agency working and will attend refresher training at two yearly intervals or as required by LSCB or following any changes to statutory guidance.
- 4.8** The Headmistress, as the DSL, will ensure that there are sufficient resources and time allocated to allow him to properly discharge his responsibilities. The Governor with responsibility for Child Protection, in full support and agreement of the Governing Body, will check (by way of Review), and so ensure, that time and resources are sufficient for the Headmistress to undertake his role as the DSL.

## **5. Procedures (See Appendix 2 (KCSI 2016) and the ‘Aide Memoire’)**

### **5.1. An initial complaint - A member of staff suspecting or hearing a complaint of abuse must:**

- ✓ listen carefully to the pupil and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place. The School is not empowered to conduct any investigations as this is the duty of the child protection agencies (Children’s Services and/or the Police)
- ✓ not ask leading questions, that is, a question which suggests its own answer;
- ✓ reassure the pupil without giving any guarantee of absolute confidentiality. The member of staff must explain that they will pass the information to the Designated Safeguarding Lead (DSL) who will ensure that the correct action is taken; and
- ✓ keep a contemporaneous written record of the conversation. The record must 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 must be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the DSL. A confidential email marked as ‘Private and Confidential’ and sent with ‘High Importance’ to the Headmistress is an alternative and efficient means of passing on a concern. Access to these records is on a ‘need to know’ basis and decisions about access will be made in consultation with the Headmistress.

When a pupil who is the subject of a Child Protection Plan leaves the School the DSL will inform the pupil’s new School immediately and discuss with the pupil’s key worker the transfer of any confidential information the School may hold.

### **5.2 Preserving evidence - All evidence - for example, scribbled notes, mobile phones containing text messages, clothing, computers - must be, as far as is possible, safeguarded and preserved.**

**NB: The School should not do anything that may jeopardise a police investigation, such as ask a pupil a leading question or attempt to investigate the allegations of abuse.**

**5.3 Reporting** - Allegations against staff (see also Section 7 'Allegations Against Staff' and 'Procedures when a Member of Staff, Volunteer, Child Protection Officer or Headmistress faces Allegations of Abuse') or volunteers must be reported to the Headmistress unless the allegation is about the Headmistress in which case the concern or allegation should be brought immediately to the attention of the Governor with responsibility for Child Protection, **Mrs Holly Cross** or the Chair of Governors, **Mr Richard Gamble** without notifying the Headmistress first.

If the Headmistress is absent, the allegation should be passed on to the Governor with responsibility for Child Protection or the Chair of Governors. In case of serious harm, the Police should be informed from the outset.

**5.4 Whistleblowing:** All staff are required to report to the Headmistress or the Chair of Governors any concern or allegations about School practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. In exceptional cases such reports should be made to Ofsted. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. In doing so, the reporting staff member is provided with immunity from retribution or disciplinary action for 'whistleblowing' in good faith. The School's Whistleblowing Policy is in the Staff Handbook.

## **6 Action by the DSL**

**6.1** The action to be taken will take into account:

- ✓ the local inter-agency procedures of Leicestershire County Council's **Pathway to Services** – whether that be a 'First Response' (Section 47, immediate intervention, referrals via the Leicestershire Safeguarding Children's Board (LSCB) online form, or a request from the LSCB for early intervention via the "Early Help" (Section 17) referral process);
- ✓ the nature and seriousness of the suspicion or complaint. *(A complaint involving behaviour which may constitute a criminal offence will always be referred to the Designated Officer (LADO) and the Police. The school must not conduct any further investigation but follow the advice provided by the Designated Officer or police.*
- ✓ the wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests. The DSL will ensure that parents are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the DSL is concerned that disclosing information to parents would put a pupil at risk, he or she will take further advice from the relevant professionals before making a decision to disclose:
  - ✓ duties of confidentiality, so far as applicable; and
  - ✓ the lawful rights and interests of the School community as a whole, including its employees and its insurers.

- 6.2** If there is room for doubt as to whether a referral should be made, the DSL will consult in all cases with the *Safeguarding Development Officers (Simon Genders)*, or the *First Response Service Manager (June Gregory)* or Designated Officer (LADO) on a no names basis without identifying the family. However, as soon as sufficient concern exists that a pupil may be at risk of significant harm, a referral will be made **without delay**. If the initial referral is made by telephone, the Designated Person will confirm the referral in writing to Leicestershire County Council - specifically **the First Response Children's Duty Team (Priority Referral)** within **24 hours**. If no response or acknowledgment is received within three working days, the DSL will contact the above agencies within 24 hours.

## **7 Working with External Agencies**

- 7.1** Grace Dieu Manor School recognises that it is an agent of referral and not investigative body. It fully accepts that the investigation of child abuse is the responsibility of the Children's services and the Police and will do everything possible to support and assist them in their task. The local contact number is: **Simon Genders on 0116 3057750** who is the Safeguarding Development Officers, or **Mark Goddard 01163057597** who is the LADO.

- 7.2** We will endeavour to build relationships with other agencies so that understanding trust and confidence can be built which will help to secure effective co-operation in cases of actual or suspected abuse

- 7.3** Whether or not the School decides to refer a particular complaint to Children's Services or the Police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to any of the aforementioned external agencies being provided with all the appropriate names, addresses and telephone numbers.

### **7.4 The role of the LADO**

The role of the LADO is set out in *Working Together to Safeguard Children 2016*.

The LADO (also the Allegations Manager) is located within Leicestershire Children's Services and will be alerted to all cases in which it is alleged that a person who works with children has:

- ✓ behaved in a way that has harmed, or may have harmed, a child;
- ✓ possibly committed a criminal offence against children, or related to a child;
- ✓ behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. This includes all adults who are members of staff who are paid, unpaid, permanent, volunteers, casual, agency, or anyone self-employed. It covers concerns, allegations or offences emanating from within or outside of work.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO will provide advice and guidance and help determine whether the allegation sits within the scope of the procedures. Within the role the LADO helps co-ordinate information sharing. The LADO will also monitor and track any investigation with the expectation that it is resolved as quickly as possible.

## **8. Allegations against Staff and Volunteers**

- 8.1** The School procedures for dealing with allegations against staff (and volunteers who work with children) aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures are outlined in the *'Procedures when a Member of Staff, Volunteer, Child Protection Officer or Headmistress faces Allegations of Abuse.'*
- 8.2** As per the *Procedures when a Member of Staff, Volunteer, Child Protection Officer or Headmistress faces Allegations of Abuse* suspension will not be an automatic response to an allegation. Full consideration will 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.
- 8.3** Where an allegation or complaint is made against any member of staff or a volunteer, the matter must be reported immediately to the DSL (Headmistress).
- 8.4** Where an allegation or complaint is made against the Headmistress, the person receiving the allegation should immediately inform the Governor responsible for Child Protection (**Mrs Holly Cross**), or the Chair of Governors (**Mr Richard Gamble**). In the absence of either Governor, the Deputy Head, **Mrs Tallett**, should be contacted without first notifying the Headmistress.
- 8.5** Detailed guidance (***The Code of Conduct, Safeguarding Training, and Keeping Children Safe in Education Part 1, September 2016, together with the School's Safeguarding Training***) is given to all staff and volunteers 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 this Policy, is in Grace Dieu's Code of Conduct and is an integral feature of Child Protection/Safeguarding INSET provided by the School.
- 8.6** If the School ceases to use the services of a member of staff (or a Governor or volunteer) because they are unsuitable to work with children, a compromise agreement **will not** be used and there will be a prompt and detailed report to the **Disclosure and Barring Service within one month**. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.
- 8.7** In addition to the School's commitment to report to the Disclosure and Barring Service (DBS), within one month of leaving the School, any person (whether

employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children, the School also has a statutory obligation to consider making a referral to the **National College for Teaching and Leadership (NCTL)** in instances where a teacher has been dismissed (or would have been dismissed had he/she not resigned, and having followed the School's disciplinary policy (Panel Hearing). A referral to the NCTL would include behaviours deemed as 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or a 'conviction, at any time, for a relevant offence'. If a Panel has found that there has been "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, of a relevant offence", it must make a judgement about whether to recommend the imposition of a prohibition order by the Secretary of State. If the School is required to make a referral to the DBS, it will also make a referral to the NCTL, although the School is not technically required to do so as the two bodies share information. Where a dismissal does not reach the threshold for DBS referral, the School will give due consideration as to whether a referral ought to be made to the NCTL.

Once a senior official from the NCTL has received a recommendation on prohibition from a panel they will, within two working days wherever possible, make a decision on whether to impose a prohibition order. The decision will take account of the panel's recommendations and will be notified to the teacher concerned in writing before it is made public.

A prohibition order applies for life.

## **9. Allegations against Pupils**

**9.1** A pupil at Grace Dieu Manor School against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's Behaviour Policy/Exclusion Policy will apply. The School will take advice from Children's Services Local Safeguarding Development Officers (SDOs) on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. 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 SDO(s), parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult.

In the case of pupils whose parents are abroad, the pupil's immediate family, e.g., Grandparents will be requested to provide support to the pupil and to accommodate him/her if it is necessary to suspend him/her during the investigation.

**9.2 Suspected harm from outside the School:** A member of staff who suspects that a pupil is suffering harm from outside (See Section 3) 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 and if the member of staff continues to be concerned he or she should refer the matter to the DSL.



**9.3 Missing child procedures:** All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any child missing from School. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

**9.4 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 DSL/Headmistress will need to consult the SDO(s) before discussing details with parents.

## **10 Early Years Foundation Stage Provision**

**10.1** The DSL will take lead responsibility for safeguarding children within the EYFS setting and for liaising with local statutory children's agencies as appropriate.

**10.2** The School will inform Ofsted, as soon as is reasonably practicable and at the latest within 14 days, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

**10.3** Regard has been made to the *Statutory Framework for the Early Years Foundation Stage: Setting the standards for learning, development and care for children from birth to five*, in particular Section 3 – *The Safe Guarding and Welfare Requirements*. The School does comply with Section 3.4 having in place and regard to its *Procedures when a Member of Staff, Volunteer, Child Protection Officer or Headmistress faces Allegations of Abuse* document, together with its *ICT Acceptable Use Policy For School Staff* and the *EYFS Mobile Phone Policy* which states that staff in all settings, including EYFS, **cannot** use mobile phones and personal cameras in the classroom unless permission is sought from the Headmistress or the Head of Pre-Prep/Nursery as stated in the School's *Staff Acceptable Use Policy*.

**10.4** Outside of the normal working hours (7.30 – 6pm) the Headmistress should be contacted on her School Phone (**07789888622**) where there are safeguarding concerns. This would apply during any and all School holidays, and would also apply to the School setting as a whole.

## **11. Support for Pupils, Staff and Families**

**11.1** For any pupil undergoing a Child Protection Referral and investigation the need for support will be great and quite often such support will be limited to what the School can offer. We aim at least to provide a secure classroom environment in which the pupil feels valued and protected and will make other support as within our means to do.

- 11.2 The DSL/Headmistress will, whenever possible, make themselves available to discuss individual children or situations with concerned members of staff.
- 11.3 The School will offer support where possible to the family of a pupil or pupils involved in a protection investigation within the time and expertise constraints of its role and always remembering the limits of confidentiality and the fact that it is the welfare of the child that is paramount.

## 12. Preventing Radicalisation

- 12.1 The School takes seriously its responsibilities laid out in the *Prevent Duty Guidance for England and Wales (March 2015)*. It is committed to take all necessary steps to protect its pupils from the threat of radicalisation. The School's single point of contact for overseeing and co-ordinating its implementation of this duty is the DSL.
- 12.2 The DSL will ensure that the School has in place a system to assess the general level of risk of its pupils being subject to radicalisation or being drawn into terrorism/extremist activity and will liaise with the Leicestershire Safeguarding Children Board for advice and support and for their assessment of general levels of risk within the local area.
- 12.3 When concerns are raised about a pupil (or pupils) in this context, the DSL will decide when it is appropriate to make a referral to local Social Services in the normal way (see section 5 above), or to refer to the Home Office Channel programme.
- 12.4 The DSL will undertake appropriate Prevent awareness training and will ensure that, as part of the School's regular Child Protection training programme, all staff also have appropriate Prevent awareness training to be able to recognise and respond appropriately to the threat of radicalisation, making use of the Home Office Workshop to Raise Awareness of Prevent (WRAP) when it becomes available. The DSL will also ensure that all staff have access to the Home Office briefing note, *How Social Media is used to encourage travel to Syria and Iraq*.
- 12.5 The DSL will ensure that other School policies, including specifically its ICT Acceptable Use Policy and Staff Recruitment Policy, contain provisions to keep its pupils safe from terrorist and extremist material.
- 12.6 The DSL will ensure that the School's academic curriculum, specifically in subjects such as PSHE, RE, History, includes relevant teaching matter to maintain and reinforce British values and to build resilience to radical and extremist views.

## 13. Data Sharing

- 13.1 Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears

about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

#### **I4 The Role of the Governing Body**

- I4.1** The Board of Governors will nominate a Governor to be responsible for child protection issues – currently **Mrs Holly Cross**. In the absence of the nominated Governor, any urgent matter should be brought to the attention of the Chair of Governors, **Mr Richard Gamble**.
- I4.2** The nominated Governor will ensure, in liaison with the Headmistress, that the School has an appropriate Child Protection Policy and accompanying procedures in place which are known to all members of staff. An annual review of the Child Protection and Safeguarding arrangements and accompanying policies is undertaken by the Governor with responsibility for Safeguarding (**Mrs Holly Cross**) which is discussed and reviewed by the Board of Governors.
- I4.3** He/she will liaise when necessary with the Headmistress regarding any allegations of abuse.
- I4.4** Should a complaint be made to any Governor about action by the Headmistress or any other member of staff of a child protection nature, it should be passed immediately to the Governor responsible for Child Protection who will seek appropriate advice from external agencies.
- I4.5** The Governors will receive annually a report on changes to the Safeguarding Children Policy and/or any associated procedures; training undertaken by the DCPO, Headmistress and other staff; and the number of incidents/cases (without details or names).

This Policy will be reviewed annually.

**Signed:**  
**Position:**

**Date:**  
Governor

*Reviewed by Margaret Kewell and Mrs Holly Cross (Governor) August 2017. Updated August 2017*

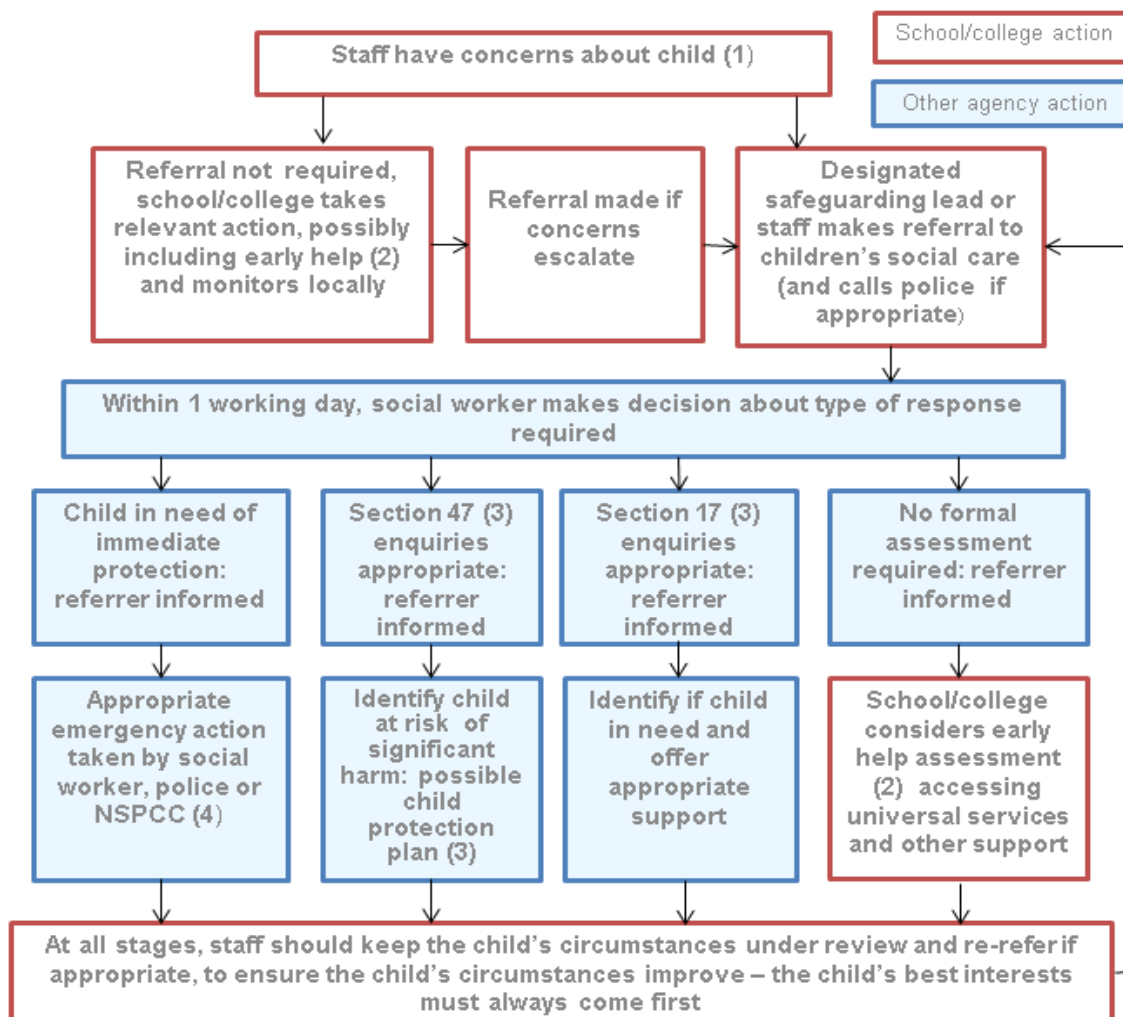
## **Appendix I (Keeping Children Safe in Education, September 2016)**

43. Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example information for Schools and colleges can be found on the TES website and NSPCC website ([help@nspcc.org.uk](mailto:help@nspcc.org.uk), **0808 800 5000**). Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- child missing from education – and see page 13 (KCSE)
- child missing from home or care
- child sexual exploitation (CSE) – and see page 14
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – and see page 15 (**ALL CASES OF FGM MUST BE REPORTED TO THE POLICE IMMEDIATELY UPON DISCLOSURE OR DISCOVERY**)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation – and see page 16
- sexting
- teenage relationship abuse
- trafficking

## Appendix 2

### 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. 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 s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of [Working together to safeguard children](#)
4. This could include applying for an Emergency Protection Order (EPO).

## Appendix 3

The School has a number of other policies and procedures, which should be read in conjunction with this Policy, including, in particular, the Anti-Bullying Policy and Procedure. Others include:

- Safer Recruitment and protocol for identifying and monitoring visitors to the School
- Whole School Behaviour Policy
- Anti-Bullying (including Cyber bullying)
- Physical Interventions/Restraint
- Learning Support
- Trips and Visits
- First Aid and the administration of medicines
- Health and Safety
- Sex & Relationships Education
- Site Security
- Equal Opportunities
- Toileting/Intimate care
- ICT and E-safety
- Extended School activities
- Whistle Blowing Policy

## *Aide Memoire for Staff*

*If any child approaches you with a concern which might be related to some form of child abuse, the following procedure must be followed. Please note the new advice from DfE/ISI on 2 leading questions which ARE now permitted:*

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said. Acknowledge how difficult it must have been to talk about it.
- Take it seriously. Listen quietly and carefully.
- Reassure, but only as far as is honest and reliable.
- **DO NOT** promise confidentiality - you have a duty to refer the matter. Never agree to keep secrets.
- Tell the child that you will need to refer the matter to the Headmistress, whose job it is to take the matter further in order to protect them.
- Record carefully and in detail what is being said but **DO NOT** interrogate for full details.
- **DO NOT** ask leading questions (e.g. “what did he/she do next?”, “did he/she do/say ....?”) Such questions may invalidate the evidence should the matter ever come to Court.
- **However, we are allowed to ask the following direct questions: a) “Who has been hurting you?” and b) “what does he/she do to you?”**
- **DO** ask open questions like “what do you want to tell me?”... “What happened next”....“is there anything else you want to tell me?”
- **DO NOT** criticise the (alleged) perpetrator.
- **DO NOT** ask the child to repeat what they have told you to another person. Explain what you have to do and to whom you have to refer the matter. You are encouraged to see the matter through and to keep in touch with the child (depending on circumstances, and advice from the Headmistress who is the DCPO at Grace Dieu).
- **Make brief notes at the time and write up your notes straight after the meeting. Record the date, time and place of the conversation.**
- **DO NOT destroy your original notes** (no matter how scrappy or sketchy they are) in case they are required by a Court.

- Record the date, time and place of the conversation plus any noticeable, non-verbal behaviour and the words that are used by the child. If the child uses slang, record exactly what is said rather than interpreting meaning.
- If relevant, draw a diagram or use a body map to indicate the position of any visible marks on the child's body.
- Record statements and observable things, not your interpretations or assumptions.
- **DO NOT** assume anything, nor speculate or jump to conclusions.

**REPORT THE MATTER IMMEDIATELY TO THE HEADMISTRESS** who is Grace Dieu's Child Protection Officer/Designated Senior Person. If she is away from School, the Headmistress should be contacted via the School Office and a message can be got to her immediately. It might be necessary to gather other evidence immediately so there must not be any delay in referring the matter to the Headmistress. Failing this, Mrs Nicola Dexter (DDSL) should be contacted.

Information about the allegations must **NOT** be shared with anyone else.

If the allegation is against the Headmistress, please contact either the Chairman of Governors (**Mr Richard Gamble** as soon as you can, or **Mrs Holly Cross** (Safeguarding Governor). Their numbers can be found on Page 2 of this Policy.

Of course, it is hoped that you will never have to deal with anything of this nature but, if you do, it is very important that the above procedures are rigorously followed.

MK August 2017