



## Child Protection and Safeguarding Policy And Procedure

Buckswood School

This policy was adopted on 3rd September 2018

This policy is due for review in September 2019

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# Child Protection and Safeguarding Policy

## 1 INTRODUCTION

- 1.1. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.
- 1.2. At Buckswood our pupils' welfare is our paramount concern. The Proprietor will ensure that Buckswood School will safeguard and promote the welfare of pupils and work together with other agencies and an external reviewer of Safeguarding and Child Protection to ensure that our school has adequate arrangements to identify, assess and support those children who are suffering or likely to suffer harm.
- 1.3. Buckswood is a community and all those directly connected, staff members, parents, families and pupils, have an essential role to play in making it safe and secure.
- 1.4. Parents are welcome to approach the DSL or any Additional DSL if they have concerns of a Safeguarding or Child Protection nature. Our pupils' welfare is our paramount concern. The advisory governing body will ensure that our school will safeguard and promote the welfare of pupils and work together with other agencies to ensure that our school has robust arrangements to identify, assess and support those children who are suffering or likely to suffer harm
- 1.5. Any member of staff is able to report to SPOA (East Sussex County Council Single Point of Advice) if they feel unable to talk to anyone at school. Our school is a community and all those directly connected, staff members, governors, parents, families and pupils, have an essential role to play in making it safe and secure.
- 1.6 Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the DSL will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

## 2 OUR ETHOS

- 2.1 We believe that Buckswood School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child .Every child has the right to feel safe and protected, but we know that this is not always the case. Many children suffer harm either through deliberate abuse or because those taking care of them fail to protect them or provide them with the care that is needed. At Buckswood we recognise our duty to respond to safeguarding children and we take it very seriously by ensuring everyone understand that they have a shared responsibility to protect our students. This is reinforced through appropriate training that is ongoing, bulletins, information to staff from the DSL and the Hub. Safeguarding is a top priority for the school.

Buckswood School is a multi-national community with students from all parts of the world. Buckswood respects diversity and equality and aims to ensure that all the students show the values that are important to live in peace and harmony with each other. Our School motto is Ad Vitam Paramus- We prepare for life. With this in mind our aim is to support the students being the best they can be and in doing so promote respect, tolerance and understanding of the world that they live in.

- 2.2 We recognise the importance of providing an environment within Buckswood that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to. We believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual child.
- 2.3 We recognise that all adults within Buckswood, including permanent and temporary staff, and volunteers, have a full and active part to play in protecting our pupils from harm.
- 2.4 We will work with parents to build an understanding of Buckswood's responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some situations.

### **3 SCOPE**

- 3.1 In line with the law, this policy defines a child as anyone under the age of 18 years.
- 3.2 This policy applies to all members of staff in Buckswood, including all permanent, temporary and support staff, volunteers, contractors and external service or activity providers.

- 3.3 If pupils are 18 years or above as learners, we refer to the Sussex Safeguarding Adults Policy and Procedures available at:

<https://new.eastsussex.gov.uk/socialcare/worried/safeguarding/what/>

At Buckswood we follow the key principles informing the policy: **Empowerment**- allowing clear systems for adult views to be heard, **Prevention**- Raising public awareness of safeguarding, **Proportionality**-, The adult is at the centre of all responses to the safeguarding concern and any action taken is based on their best interests. **Protection**- Having effective processes to be able to identify and respond to concerns. **Partnership**- Information is shared between appropriate organisations in a way that reflects the personal and sensitive nature of some concerns.

**Accountability**- The roles and responsibilities of the organisation are clear, so that staff can understand what is expected of them.

### **4 THE LEGAL FRAMEWORK**

- 4.1 Section 175 of the Education Act 2002 places a duty on Headteachers of maintained educational establishments to make arrangements for ensuring that their functions relating to the conduct of the School are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. Section 157 of the same Act places a similar duty on non-maintained and independent schools.

- 4.2 Under section 10 of the Children Act 2004, we recognise that all independent schools are required to cooperate with the local authority to improve the well-being of children in the local authority area.
- 4.3 Under section 14B of the Children Act 2004, the Local Safeguarding Children Board can require a school to supply information in order to perform its functions. This must be complied with.
- 4.4 This policy and the accompanying procedure has been developed in accordance with the following statutory guidance and local safeguarding procedures:
- *Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, July 2018.*
  - *Keeping Children Safe in Education: Statutory Guidance for Educational establishments and Colleges, September 2018*
  - *Prevent 2015*
  - *Children's social care act 2017*
  - [Pan-Sussex Child Protection and Safeguarding Procedures - https://sussexchildprotection.procedures.org.uk/page/contents](https://sussexchildprotection.procedures.org.uk/page/contents)
  - *Protecting children from radicalisation: the prevent duty (DfE, August 2015) – see [www.gov.uk/government/publications/protecting-children-from-radicalisation-the-preventduty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-preventduty) (see Appendix B, 3.9 (Further information on Preventing Radicalisation) for further details*

## 5 ROLES AND RESPONSIBILITIES

- 5.1 The Local Safeguarding Children Board is East Sussex Safeguarding Children Board (01273 481544 / lscbcontact@eastsussex.gov.uk / www.eastsussexlscb.org.uk). The school will operate in line with its locally-agreed inter-agency procedures.
- 5.2 The School's lead person with overall responsibility for child protection and safeguarding is the **Designated Safeguarding Lead, Mr. Brendan Commane known as DSL**. We have five Additional DSL's to ensure there is appropriate cover for this role at all times. The DSL's responsibilities are described in Appendix A.

In addition, the School Director (Proprietor) has also had Governor training for Safeguarding and Child Protection.

The DSL is on our School's leadership team and their role of DSL is explicit in their job description. The DSL should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children. The DSL's lead responsibility will not be delegated.

- 5.3 The Designated Teacher who is responsible for looked after children is Mrs Di Durrant. She is responsible for promoting the educational achievement of that child and ensuring that staff work to best support progress and meet the needs identified in the child's personal education plan.

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- 5.4 The case manager for dealing with allegations of abuse against Buckswood staff members is the Co-Principal, who may refer the safeguarding issue to the DSL (Designated Safeguarding Lead). In cases where the child's needs meet the threshold for being classed as level 4 in accordance with the safeguarding continuum of need, the co-principals or DSL as agreed will contact SPOA for further advice and the LADO will be informed.

The case manager for dealing with allegations against the DSL is the Co-Principal who may take advice from the chair of the Advisory Governing Body. The allegation will be referred to the LADO (Local Authority Designated Officer).

The case manager for dealing with allegations against a Co-Principal is the Chair of Advisory Governing Body. This will be referred to the LADO (Local Authority Designated Officer).

The case manager for dealing with allegations against the Proprietor is the Chair of advisory Governing body who may work with the DSL (Designated Safeguarding Lead). This will be referred to the LADO (Local Authority Designated Officer).

The procedure for managing allegations is detailed in Appendix B.

- 5.5 The DSL will ensure that the policies and procedures adopted by the school are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities. This action will be overseen by the Proprietor and the Governor in charge of Safeguarding/Nominated External Advisor.  
The DSL will produce a termly report on the effectiveness of Safeguarding and this will highlight any patterns or trends and monitor efficiency of practice.
- 5.6 The Proprietor and the Governor in charge of safeguarding are responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and is reflected in the day-to-day practice. The Nominated External Advisor for Safeguarding and Child Protection will be used for oversight.
- 5.7 All staff members, volunteers and external providers, via the training given, know how to recognise signs and symptoms of abuse, how to respond to pupils who disclose abuse and what to do if they are concerned about a child.

## **6 SUPPORTING CHILDREN**

6.1 We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth and fully trust adults. They may feel helpless, humiliated and some sense of blame. Our School may be the only stable, secure and predictable element in their lives. With this in mind, Buckswood will aim to support all its students by: ensuring the content of the curriculum includes social and emotional aspects of learning;

- ensuring a comprehensive curriculum response to online safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly;
- Filtering and monitoring internet use, to safeguard from potentially harmful and inappropriate online material,

- ensuring that safeguarding is included in the curriculum to help children stay safe, recognise when they do not feel safe and identify who they might or can talk to;
  - providing pupils with a number of appropriate adults to approach if they are in difficulties;
  - supporting the child's development in ways that will foster security, confidence and independence;
  - encouraging development of self-esteem and self-assertiveness while not condoning aggression or bullying;
  - liaising and working together with other support services and those agencies involved in safeguarding children;
  - monitoring children who have been identified as having welfare or safeguarding concerns and providing appropriate support.
  - ensuring that all staff are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate.
  - ensuring that all staff understand the additional safeguarding vulnerabilities for certain groups of children or characteristics, and how to address them.
- 6.2 We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. These students may have additional vulnerabilities and characteristics, which may include:
- Care leavers
  - Children with special educational needs or disabilities
  - Young carers
  - Children showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
  - Children frequently go missing from care or from home
  - Children misusing drugs or alcohol themselves;
  - Children at risk of modern slavery, trafficking or exploitation;
  - Children in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
  - Children who have returned home to their family from care;
  - Children showing early signs of abuse and/or neglect;
  - Children at risk of being radicalised or exploited;

6.3 Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

To address these additional challenges our school will ensure that these children receive additional monitoring and pastoral support. Through the Welfare and behaviour committee, regular meetings with HOD, discussions at SMT and teachers

meetings. In addition, we will be aiming to ensure that all students benefit from lessons which will;

- ensure the content of the curriculum includes social and emotional aspects of learning;
- ensure a comprehensive curriculum response to e-safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly;
- ensure that child protection is included in the curriculum to help children stay safe, recognise when they do not feel safe and identify who they might or can talk to;
- provide pupils with a number of appropriate adults to approach if they are in difficulties;
- support the child's development in ways that will foster security, confidence and independence;
- encourage development of self-esteem and self-assertiveness while not condoning aggression, banter or bullying;
- ensure repeated hate incidents, e.g. racist, homophobic or gender- or disability-based bullying, are considered under child protection procedures;
- liaise and work together with other support services and those agencies involved in safeguarding children; and
- monitor children who have been identified as having welfare or protection concerns and providing appropriate support.
- ensure that all staff are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate.
- ensure that all staff understand the additional safeguarding issues of children with special educational needs and disabilities and how to address them
- monitor attendance patterns and reviewing and responding to them as part of welfare and protection procedures
- Staff are aware that pupils with SEND or with very limited English language may be particularly vulnerable to safeguarding and child protection issues and any concerns are highlighted at the weekly welfare meetings chaired by the DSL.

## **7 CHILD PROTECTION AND SAFEGUARDING PROCEDURE**

- 7.1 We have developed a structured procedure in line with *Pan-Sussex Child Protection and Safeguarding Procedures* - <https://sussexchildprotection.procedures.org.uk/page/contents> which will be followed by all members of the School community in cases of suspected abuse. This is detailed in Appendix B.
- 7.2 In line with the procedures, the Children's Social Care Single Point (SPoA) of Advice will be notified as soon as there is a significant concern.
- 7.3 The name of the DSL, Brendan Commane, the well-being hub and the other fully trained DSL's within the school are clearly advertised in the school, via a set of posters, which are on display within all communal areas within the school, including boarding houses. The posters are in 8 different languages and include the opening hours for the medical centre, BHS, the name and number of our independent

listener, the number for child line, the name of the attendance officer and the members of The Well-Being Hub.

- 7.4 We will ensure all parents and carers are aware of the responsibilities of staff members to safeguard and promote the welfare of children and act in the best interests of children by publishing the policy and procedures on our website and by referring to them in our introductory materials.

## **8 RECORD KEEPING**

- 8.1 All child protection and welfare concerns, discussions and decisions made will be recorded in writing and kept in line with the East Sussex Local Safeguarding Children Board guidance [\*Keeping Records of Child Protection and Welfare Concerns: Guidance for Early Years Settings, Educational establishments and Colleges July 2017\*](#) This will include Hate incidents, e.g. racist, homophobic, gender or disability-based bullying, are reported, recorded and considered under safeguarding arrangements.
- 8.2 We will continue to support any pupil leaving the School about whom there have been concerns by ensuring that all appropriate information, including child protection and welfare concerns, is forwarded under confidential cover to the pupil's new educational establishment as a matter of priority. This will be transferred by secure email or in person if possible and within 5 working days. (ESCC best practice is that this should be actioned within five working days).
- 8.3 When a pupil is due to transfer to another school the DSL will consider if it would be appropriate to share any information with the new school or college in advance of the pupil leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.
- 8.4 When a new pupil joins our school, and there is a record of safeguarding or welfare concerns, we will ensure that this information is shared appropriately with the DSL, the Special Education Needs Coordinator (SENCO) and the Designated Teacher for LAC, as necessary.

## **9 SAFER WORKFORCE AND MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**

- 9.1 We will prevent people who pose risks to children from working in our School by ensuring that all individuals working in any capacity at Buckswood have been subjected to safeguarding checks in line with the statutory guidance *Keeping Children Safe in Education: Statutory Guidance for Educational establishments and Colleges, September 2018*
- 9.2 We will ensure that agencies and third parties supplying staff provide us evidence that they have made the appropriate level of safeguarding checks on individuals working in our School. We will also ensure that any agency worker presenting for work is the same person on whom the checks have been made.
- 9.3 Every job description and person specification will have a clear statement about the safeguarding responsibilities of the post holder.

- 9.4 We will ensure that at least one member of every interview panel has completed safer recruitment training.
- 9.5 We have a procedure in place to handle allegations against members of staff and volunteers in line with *Keeping Children Safe in Education: Statutory Guidance for Educational establishments and Colleges, September 2018*. This procedure is detailed in Appendix B

## **10 STAFF INDUCTION, TRAINING AND DEVELOPMENT**

- 10.1 All new members of staff, including newly-qualified teachers and teaching assistants, will be given an induction which includes the following:

- Issue and explain the safeguarding and child protection policy
- Issue and explain the behaviour policy
- Issue and explain the staff behaviour policy/code of conduct
- Issue and explain the policy/guidance which includes the safeguarding response to children who go missing from education
- Explain the role of the DSL and share the identities of the DSL and all DDSLs
- Issue Part One and Annex A of Keeping Children Safe in Education September 2018
- Child protection and safeguarding training (including online safety)
- All new members of staff are expected to read the above mentioned documents and to sign an acknowledgement of this.

- 10.2 The induction and ongoing training of staff will include the following key aspects:

- Staff understand the difference between a safeguarding concern and a child in immediate danger or at risk of significant harm.
- Staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- When concerned about the welfare of a child, staff should always act in the best interests of the child.
- If staff are unsure, they should always speak to the DSL or deputy DSL.
- If staff have any concerns about a child's welfare, they should act on them immediately.
- Staff should not assume a colleague or another professional will take action.

The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from SPoA. In these circumstances, any action taken should be shared with the DSL (or deputy) as soon as is practically possible

- 10.3 The DSL will undergo updated child protection training every two years. In addition to this their knowledge and skills should be updated regularly, and at least annually, to keep up with developments relevant to the role.
- 10.4 All staff members of Buckswood School will receive appropriate safeguarding and child protection training (whole-educational establishment training) which is regularly updated. The DSL will provide briefings to the School on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews as required, but at least annually. The School Director must undergo specific online awareness training at least every two years. The Nominated External Advisor will undergo at least DSL and online training every two years.
- 10.5 Staff members who miss whole-school training will be required to undertake other relevant training to make up for it, e.g. by joining another School's whole-school training or by completing the EduCare module and further training with the DSL. Some staff may need additional support with completing these courses. This may require 1:1 support and the DSL will arrange this if necessary.
- 10.6 The School Director, Chair of Advisory Governing Body and Safeguarding Governor will attend Governor Services training prior to or soon after appointment to the role; this training will be updated every three years.
- 10.7 We will ensure that staff members provided by other agencies and third parties, e.g. supply teachers and contractors, have received appropriate child protection training commensurate with their roles before starting work. They will be given the opportunity to take part in whole-school training if it takes place during their period of work for the School.
- 10.8 On the first occasion which staff members provided by other agencies and third parties, e.g. supply teachers and contractors come to our school to work; they will be provided with details of the safeguarding arrangements at our school, which will include identifying the DSL and the process for reporting welfare concerns. After signing in at reception and receiving a visitors badge, visitors are given a brochure titled " Visitor Information and Safeguarding Procedures at Buckswood School" This includes a map of the school, expected standards of behaviour and details and information about the child protection team and The Well-Being Hub.
- 10.9 The School will maintain accurate records of staff induction and training.

## **11 CONFIDENTIALITY, CONSENT AND INFORMATION SHARING**

- 11.1 We recognise that all matters relating to child protection are confidential.
- 11.2 The Co-Principals or the DSL will disclose any information about a pupil to other members of staff on a need-to-know basis, and in the best interests of the child.
- 11.3 All staff members must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.
- 11.4 All staff members have a professional responsibility to share information with other agencies in order to safeguard children.

- 11.5 All our staff members who come into contact with children will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.
- 11.6 We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent. This is covered in greater detail in Appendix B.

## **12 INTER-AGENCY WORKING**

- 12.1 We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the Police and Children's Social Care.
- 12.2 We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children.
- 12.3 We will participate in serious case reviews, other reviews and file audits as and when required to do so by the East Sussex Local Safeguarding Children Board. We will ensure that we have a clear process for gathering the evidence required for reviews and audits, embedding recommendations into practice and completing required actions within agreed timescales.

## **13 CONTRACTORS, SERVICE AND ACTIVITY PROVIDERS AND WORK PLACEMENT PROVIDERS**

- 13.1 We will ensure that contractors and providers are aware of our School's safeguarding and child protection policy and procedures. We will require that employees and volunteers provided by these organisations use our procedure to report concerns.
- 13.2 We will seek assurance that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding check in line with *Keeping Children Safe in Education: Statutory Guidance for Educational establishments and Colleges, September 2018*. If assurance is not obtained, permission to work with our children or use our School's premises may be refused.
- 13.3 When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.
- 13.4 When the school place a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil. The school will obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff.

## **14 WHISTLE-BLOWING AND COMPLAINTS**

- 14.1 We recognise that children cannot be expected to raise concerns in an environment where staff members fail to do so.
- 14.2 We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they will speak with the DSL or directly with the Local Authority Designated Officer via SPOA. Should staff not feel able to raise concerns they can call the NSPCC whistleblowing helpline on 0800 028 0285.
- 14.3 We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice.
- 14.4 We will actively seek the views of children, parents and carers and staff members on our child protection arrangements through surveys, questionnaires and other means.

## **15 SITE SECURITY**

- 15.1 All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting concerns that may come to light.
- 15.2 We check the identity of all visitors and volunteers coming into Buckswood School. Visitors are expected to sign in and out in the office visitors' log and to display a visitor's badge while on the School site. Any individual who is not known or identifiable will be challenged for clarification and reassurance. Staff at the school wear a lanyard which shows their individual role and responsibility within the school. Students are also expected to wear a lanyard, which proves their identity. Photos of the individual are on the lanyard to ensure that they cannot be swapped. The school has a code system for entrance to the grounds, it is clearly signposted at the entrance that a visitor needs to go to School House and sign in and receive a visitors badge. The person that the visitor is seeing is contacted and that person will collect them from School House. Access to dormitories is via a fingerprint scan and classrooms are only able to be opened using an electronic key card.
- 15.3 The School will not accept the behaviour of any individual, parent or anyone else, that threatens school security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to Buckswood's site.

## **16 QUALITY ASSURANCE**

- 16.1 We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of child protection files and records by the DSL and the Nominated Advisor for Safeguarding.
- 16.2 We will complete an audit of the School's safeguarding arrangements at frequencies specified by the East Sussex Local Safeguarding Children Board and using the audit tool provided by them for this purpose.

16.3 The School's senior management will ensure that action is taken to remedy without delay any deficiencies and weaknesses identified in child protection arrangements.

## **17 POLICY REVIEW**

17.1 This policy and the procedures will be reviewed every academic year. All other linked policies will be reviewed in line with the policy review cycle.

17.2 The DSL will ensure that staff members are made aware of any amendments to policies and procedures.

## **18 LINKED POLICES AND PROCEDURES**

18.1 The following policies and procedures are relevant for the child protection and safeguarding policy and procedure:

- Administration of Medicines Policy
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Missing Student Policy (CME)
- Complaints procedure
- Drug and Alcohol Misuse/Education Policy
- Acceptable use of ICT policy
- Equalities Policy
- Keeping Records of Child Protection and Welfare Concerns: Guidance for Early Years Settings, Educational establishments and Colleges
- Health and Safety Policy and other linked policies and risk assessments
- ICT Acceptable Use Policy
- Offsite Activities and Educational Visits Policy and risk assessments
- Use of reasonable force policy
- Premises Inspection Checklist
- Preventing Extremism and Radicalisation Safeguarding Policy
- PSHE Policy
- Recruitment and Selection Policy and procedures
- Teachers' Standards, Department for Education guidance available on [GOV.UK website](https://www.gov.uk)
- Sex and Relationship Education Policy
- Special Educational Needs and Disabilities Policy
- Spiritual, Moral, Social and Cultural Development Policy
- Staff code of Conduct/Behaviour Policy

## APPENDIX A

### The role of the Designated Safeguarding Lead

#### 1 MANAGING REFERRALS

- 1.1 Refer all cases of suspected abuse to East Sussex Children's Social Care and to the Police if a crime may have been committed.
- 1.2 Liaise with the Co-Principals about safeguarding issues relating to Individual children, especially ongoing enquiries under section 47 of the Children Act 1989. Advice from the Nominated External Safeguarding Advisor should be sought in this instance.
- 1.3 Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding.
- 1.4 Liaise with agencies providing early help services and coordinate referrals from the School to targeted early help services for children in need of support. Monitor any cases referred to early help and consider referral to children's services where the situation does not improve. The DSL will use the Continuum of Need published by East Sussex County Council to help inform decisions.
- 1.5 Refer cases to the Channel Programme where there is a radicalisation concern as required.

#### 2 RECORD KEEPING

- 2.1 Keep written records of child protection and welfare concerns in line with East Sussex Local Safeguarding Board guidance [Keeping Records of Child Protection and](#)

*Welfare Concerns: Guidance for Early Years Settings, Educational establishments and College July 2017*

- 2.2 Ensure a stand-alone file is created as necessary for children with safeguarding concerns.
- 2.3 Maintain a chronology of significant incidents for each child with safeguarding concerns.
- 2.4 Ensure such records are kept confidentially and securely and separate from the child's educational record.
- 2.5 When a child leaves our School, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the School roll to home educate, the School will make arrangements to pass any safeguarding concerns to ISEND – Teaching and Learning Provision.  
Files may be transferred in person to the receiving school and electronic copies should be transferred by secure mail.

### **3 INTER-AGENCY WORKING AND INFORMATION SHARING**

- 3.1 Cooperate with Children's Social Care for enquiries under section 47 of the Children Act 1989.
- 3.2 Attend, or ensure other relevant staff members attend, child protection conferences, core group meetings and other multi-agency meetings, as required.
- 3.3 Liaise with other agencies working with the child, share information as appropriate and contribute to assessments, this may include support staff, boarding staff, school nurse, IT services and the SENCO

### **4 TRAINING**

- 4.1 Undertake appropriate training, **updated every two years**, and update knowledge and skills at least annually in order to :
  - be able to recognise signs of abuse and how to respond to them, including special circumstances such as child sexual exploitation, female genital mutilation, fabricated or induced illness (see chapter 8 of the *Pan-Sussex Child Protection and Safeguarding Procedures* - <https://sussexchildprotection.procedures.org.uk/page/contents>)
  - be aware of responsibilities under the Prevent Duty
  - understand the assessment process for providing early help and intervention, e.g. the East Sussex Safeguarding Children Continuum of Need guidance and tools and the early help planning processes;

- have a working knowledge of how the local authority conducts initial and review child protection case conferences and contribute effectively to these;
- be alert to the specific needs of children in need (as specified in section 17 of the Children Act 1989), those with special educational needs, pregnant teenagers and young carers.

- 4.2 Ensure each member of staff has access to and understands the School's safeguarding and child protection policy and procedures, including providing induction on these matters to new staff members.
- 4.3 Organise whole-school child protection training for all staff members regularly, and provide updates at least annually. Ensure staff members who miss the training receive it by other means, e.g. by joining another educational establishment's training.
- 4.4 Link with East Sussex Local Safeguarding Children Board to identify appropriate training opportunities for relevant staff members.
- 4.5 Ensure the School allocates time and resources every year for relevant staff members to attend training.
- 4.6 Encourage a culture of listening to children and taking account of their wishes and feelings in any action the school takes to protect them.
- 4.7 Maintain accurate records of staff induction and training.
- 4.8 Keep detailed, accurate and secure records of concerns and referrals.

## **5 AWARENESS RAISING**

- 5.1 Review the safeguarding and child protection policy and procedures annually and liaise with the Nominated External Safeguarding Advisor/ Safeguarding Governor to update and implement them.
- 5.2 Make the safeguarding and child protection policy and procedures available publicly and raise awareness of parents that referrals about suspected abuse may be made and the role of the School in any investigations that ensue.
- 5.3 Provide updates to the School on any changes to child protection legislation and procedures and relevant learning from local and national serious case reviews, at least annually.
- 5.4 Where children leave the school the DSL will ensure their safeguarding and child protection file is transferred to the school as soon as possible (ESCC best practice is that this should be actioned within five working days). This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools should ensure key staff such as DSLs and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

## 6 QUALITY ASSURANCE

- 6.1 Monitor the implementation of and compliance with policy and procedures, including periodic audits of child protection and welfare concerns files (at a minimum once a year) with the Nominated External Advisor/ Safeguarding Governor.
- 6.2 Complete an audit of the School's safeguarding arrangements at frequencies specified by the East Sussex Local Safeguarding Children Board.
- 6.3 Provide termly reports, to the School director/Advisory Governing Body/Nominated External Safeguarding Advisor detailing changes and reviews to policy, training undertaken by staff members and the number of children with child protection plans and other relevant data.
- 6.4 Take lead responsibility for remedying any deficiencies and weaknesses identified in child protection arrangements.

## APPENDIX B

### Child Protection and Safeguarding Procedure

#### 1 DEFINITIONS

- 1.1 **Abuse**, including neglect, is a form of maltreatment. A person may abuse or neglect child by inflicting harm or by failing to prevent harm. Children may be abused within their family, in an institutional or community setting, by those known to them, or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

- 1.2 **Children** are any people who have not yet reached their 18<sup>th</sup> birthday; a 16-year-old, whether living independently, in further education, in the armed forces or in hospital, is a child and is entitled to the same protection and services as anyone younger.
- 1.3 **Child protection** is part of safeguarding and promoting the welfare of children and refers to activity undertaken to protect all children who are suffering, or likely to suffer, significant harm.
- 1.4 **Early help** means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years to teenage years.
- 1.5 **Harm** is ill treatment or impairment of health and development, including impairment suffered from seeing or hearing the ill treatment of another.
- 1.6 **Safeguarding children** is the action we take to promote the welfare of children and protect them from harm. **Safeguarding and promoting the welfare of children** is defined in [\*Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children July 2018\*](#) as:
- protecting children from maltreatment;
  - preventing impairment of children's health and development;
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best outcomes.
- 1.7 **Significant harm** is the threshold that justifies compulsory intervention in the family in the best interests of the child. Section 31 of the Children Act 1989 states 'where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child.'
- 1.8 For more definitions, see *Pan-Sussex Child Protection and Safeguarding Procedures* - <https://sussexchildprotection.procedures.org.uk/page/contents>

## 2 CATEGORIES OF ABUSE

- 2.1 **Emotional abuse** is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:
- making a child feel worthless, unloved or inadequate
  - only there to meet another's needs
  - inappropriate age or developmental expectations
  - overprotection and limitation of exploration, learning and social interaction
  - seeing or hearing the ill treatment of another, e.g. domestic abuse
  - making the child feel worthless and unloved - high criticism and low warmth
  - serious bullying (including cyberbullying)
  - exploitation or corruption

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- 2.2 **Neglect** is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. It impacts on the child's education, their intellectual development, lack of stimulation and sense of isolation. It may have both negative physical and mental effects. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, it may involve a parent 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
  - ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- 2.3 **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, 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.
- 2.4 **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children looking at or in the production of sexual images, including on the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also sexual abuse; it involves children and young people receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g. to take part in sexual activities or to post sexual images of themselves on the internet.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Any type of abuse will have a serious impact on the victim and may take various forms including, social isolation and interaction, disruptive behaviour, substance misuse and self-harming.

### 3 SPECIFIC SAFEGUARDING ISSUES

- 3.1 Buckswood School staff members need to be aware of specific safeguarding issues and be alert to any risks. Chapter 8 of the *Pan-Sussex Child Protection and Safeguarding Procedures* - <https://sussexchildprotection.procedures.org.uk/page/contents> has detailed information about specific issues such as child sexual exploitation, fabricated or induced illness, female genital mutilation, children who harm other children, private fostering, etc, and the local procedures to respond to risks.

Buckswood School has put together a programme of activities designed to help pupils understand how to keep themselves safe in everyday life and on line. This is delivered through assemblies, by outside speakers, through discussion groups and

within form and House time. A full description can be found in the Curriculum policy under SMSC and PSHEE.

3.2 The government website, [GOV.UK](https://www.gov.uk), has broad government guidance on a variety of issues. The following is not a comprehensive list and staff members should search the GOV.UK website and the *Pan-Sussex Procedures* for advice on other issues.

- child missing from education
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying and banter
- domestic violence
- drugs
- e-safety
- 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)
- "honour-based" violence
- mental health
- private fostering
- preventing radicalisation and the Prevent duty
- self-harm and suicidal behaviour
- sexting
- teenage relationship abuse
- trafficking

3.3 **Further Information on Children Missing from Education**  
**See also Missing Student Policy (CME), Attendance Policy and Missing Boarders Policy.**

A child going missing from education is a potential sign of abuse or neglect, particularly on repeat occasions.

Buckswood school has put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect and to help prevent the risks of their going missing again.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority. Attendance of day pupils which fall below 95% are referred to the local authority.

See also Missing Student Policy/Attendance for information regarding children missing in the school day.

Refer to Keeping Children Safe in Education September 2016 Annex A for further guidance and Children Missing Education

### 3.4 Further information on Child Sexual Exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Teachers and school staff are more likely to see victims on a regular basis than almost any other professional. They will notice recurrent or prolonged absences and significant changes in behaviour. The use of the 'chronology' in the East Sussex Local Safeguarding Children's Board guidance. A chronology is a document that details by date and time the sequence of events around any safeguarding or CP issue. Keeping Records of Child Protection and Welfare Concerns: Guidance for Early Years, Educational establishments and Colleges – will enable these patterns to be identified. They are key to identifying children at risk and raise concerns at an early stage, to potentially halt the grooming process before sexual exploitation has begun. Teachers will highlight concerns about missing children as they may be at risk of child sexual exploitation.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss educational establishment

Due to the nature of the grooming methods used by their abusers, it is very common for children and young people who are sexually exploited not to recognise that they are being abused. Staff should be aware that young people particularly aged 17 and 18 may believe themselves to be acting voluntarily and will need practitioners to work with them so they can recognise that they are being sexually exploited.

As much as possible it is important that the young person is involved in decisions that are made about them.

Link to LSCB Child Sexual Exploitation procedures;  
Pan-Sussex Child Protection and Safeguarding Procedures -  
<https://sussexchildprotection.procedures.org.uk/page/contents>

Link to DfE 'What to do if you suspect a child is being sexually abused': This should be read in conjunction with statutory guidance - <https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

Link to DfE Statutory Guidance outlining how organisations and individuals should work together to protect young people from sexual exploitation - <https://www.gov.uk/government/publications/safeguarding-children-and-young-people-from-sexual-exploitation-supplementary-guidance>

Attention is drawn to: The WISE project: A specialist project working with and supporting young people at risk of or experiencing sexual exploitation in East Sussex. Contact the WISE Project on: 07793 325649 or email: [wise@sussexcentralymca.org.uk](mailto:wise@sussexcentralymca.org.uk)

### 3.5 Further Information on Domestic Violence

The definition of "domestic violence and abuse" was updated by the Home Office in March 2013 to include the reality that many young people are experiencing domestic abuse and violence in relationships at a young age. They may therefore be Children in Need or likely to suffer significant harm. The latest definition from the Home Office is as follows:

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

- Psychological
- Physical
- Sexual
- Emotional

Staff should be aware that any disclosures made by children may have a background in domestic abuse and that this abuse may be part of an overall pattern of abuse or violence towards women and girls in the family. That said domestic abuse can also be experienced by males and assumptions should not be made based on the gender of perpetrators of domestic abuse.

For further information consult "Domestic Violence and Abuse" - <https://www.gov.uk/domestic-violence-and-abuse> and the East Sussex Domestic Violence and Abuse Protocol for Educational establishments May 2016.

### 3.6 Further Information on On-line-Safety (use of ICT, the internet, mobile technology and social media)

The school has an On-line-Safety policy which includes guidance for all pupils in relation to On-line-Safety and using the internet and social media. There are appropriate filtering and monitoring systems in place. Staff are encouraged to report their concerns if they believe that children are using the internet, mobile technology or social media inappropriately (e.g. sexting). In these instances the DSL should contact the Single Point of Advice for advice on how to proceed with regards to talking to parents carers about On-line-Safety. In some extreme cases the Police

may become involved if a child is at risk of exploitation due to their use of the internet or social media. Consequently staff must report concerns in a timely way so that advice and support can be sought.

Buckswood School uses Smooth Wall to block any sites that may be seen as offensive or inappropriate for an educational setting. It is designed to reduce the risks around any students and young people being exposed to potentially harmful or unpleasant on line traffic. If for any reason, you have been blocked by smooth wall, report this immediately to IT services at the school. It is very important that this procedure is followed to avoid a staff allegation. If staff are found viewing inappropriate content on-line at the school, it will be treated as mis-conduct and the rules within the acceptable use of IT policy will be applied. This could be a written warning or a termination of contract.

A programme of awareness around online safety is delivered through the PSHE and SMSC curriculum and can be found described in more detail in the curriculum policy.

For further information see Keeping Children Safe in Education Annex C.

### 3.7 Further information on Female Genital Mutilation (FGM)

Staff at Buckswood are expected to do the online training for FGM and are vigilant at all times to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM.

Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 38-41 of the Multi-Agency Practice Guidelines referred to below. E.learning for all professionals, developed by the Home Office, is available at [www.fgmelearning.co.uk](http://www.fgmelearning.co.uk)

Girls who are threatened with, or who have undergone FGM may withdraw from education, restricting their educational and personal development. They may feel unable to go against the wishes of their parents and consequently may suffer emotionally. Staff may become aware of a student because she appears anxious, depressed and emotionally withdrawn. They may be presented with a sudden decline in her performance, aspirations or motivation. There may be occasions when a student comes to school but then absents herself from lessons, possibly spending prolonged periods in the bathroom.

Students who fear they may be at risk of FGM can often come to the attention of, or turn to, a teacher, or other member of staff before seeking help from the police or social services. Sometimes the student's friends report it to staff. Teachers, lecturers and other members of staff are in an ideal position to identify and respond to a victim's needs at an early stage. A flowchart/risk assessment tool is available at: <https://sussexchildprotection.procedures.org.uk/tktq/children-in-specific-circumstances/female-genital-mutilation/#s318>

Link to DFE multi agency practice guidelines for female-genital-mutilation (April 2016)  
<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>. Staff should be aware of new mandatory reporting requirements with regards to known cases of female genital mutilation (FGM) which require teachers to personally report to the police cases where they discover that an act of FGM appears to have been carried out. Further details can be found Annex A of Keeping Children Safe in Education September 2016

### 3.8 Further Information on Forced Marriage

A forced marriage is one in which at least one participant does not (or cannot) consent to the marriage and pressure or abuse is used. It is recognised in the UK as a serious abuse of human rights.

The pressure put on people to marry against their will can be physical (including threats of violence, actual physical violence and sexual violence) or emotional and psychological (e.g. shame and coercion) Financial abuse can also be a factor.

Whilst it is unlikely that primary-age pupils will be the victims of forced marriage, they may disclose that older siblings or parents are at risk.

Further information on the role of educational establishments can be found on pages 32-36 of [Multi-agency Guidelines: Handling cases of Forced Marriage . Educational establishment staff can contact the Forced Marriage Unit on 020 7008 0151 or email \[fm@fco.gov.uk\]\(mailto:fm@fco.gov.uk\) for advice or information.](#)

### 3.9 Further information on Preventing Radicalisation

At Buckswood School all staff are expected to do Prevent training as part of their induction.

The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). This came into force on 1 July 2015. The Prevent duty directs inspectors to examine a school's response to extremist behaviour when considering the behaviour and safety of pupils, as well as the effectiveness of the leadership and management of the educational establishment in preventing extremism.

The Counter-Terrorism and Security Act 2015 also places a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate.

Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant provisions of

the Act came into force on 12 April 2015 but many local authorities already have Channel panels set up in their area. An East Sussex Channel Panel has been set and links to information and training can be found here;

<http://intranet.escc.gov.uk/sites/ASC/StaffInfo/subject/SAAR/Pages/PREVENT.aspx>

### **Channel Training**

'Channel' is the name for the process of referring a person for early intervention and support, including:

- identifying people at risk of being drawn into terrorism
- assessing the nature and extent of that risk, and
- developing the most appropriate support plan for the people concerned.

The Channel process is about safeguarding children, young people and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from risk before a crime occurs.

You can complete a short general awareness course online here:

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

Prevent is the Pan-Sussex strategy for preventing vulnerable people from being radicalised into violent extremism: The Pan-Sussex Prevent describes the school's role in the Prevent agenda:

Sharing with colleagues:

- Promote awareness of the PREVENT strategy within your organisation and partners, including the local risks, roles and responsibilities involved in its delivery
- Ensure colleagues and partners are aware of how to report any potentially relevant information or concerns
- Promote an understanding amongst colleagues and partners of how to identify indicators of terrorism
- Promote an understanding amongst colleagues and partners of how to identify potential signs of individual vulnerability to radicalisation.
- Indicators of terrorist activity

Link to East Sussex Violent extremism prevent guidance and Operational guidance for Adult Social Care and Children's Services:

<http://intranet.escc.gov.uk/sites/ASC/StaffInfo/subject/SAAR/Pages/PREVENT.aspx>

The Department for education has published The Prevent duty

Departmental advice for educational establishments and childcare providers at:

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Czone link to the Prevent Toolkit for Educational establishments and Childcare

Providers and new **East Sussex Learning Portal e-learning** [East Sussex CPD](#)

[Online](#)

<https://czone.eastsussex.gov.uk/supportingchildren/equality/Pages/ThePreventDuty.aspx>

East Sussex LSCB; Preventing Extremism and Radicalisation Safeguarding Policy for educational establishments is available on Czone at.

<https://czone.eastsussex.gov.uk/partnerships/trust/workingtogether/childprotection/Pages/main.aspx>

### **3.10 Further Information on Self-harm and suicidal behaviour**

Definition - Self harm, self mutilation, eating disorders, suicide threats and gestures by a child must always be taken seriously and may be indicative of a serious mental or emotional disturbance. Any student exhibiting these types of behaviours will be given support from the school. This may include counselling, help from the school nurse and if seen as appropriate referral to an external agency such as CAMHS or The Woodland Centre, which is part of the mental health support team based at The Conquest Hospital. Students who display this behaviour will be risk assessed, monitored and reviewed.

Refer to the Pan-Sussex Child Protection and Safeguarding Procedures for guidance on recognition, reporting and a child presenting at educational establishment. Pan-Sussex Child Protection and Safeguarding Procedures - <https://sussexchildprotection.procedures.org.uk/page/>

### **3.11 Further Information on Sexting**

Sexting among children and young people can be a common occurrence, where they often describe these incidents as 'mundane'. Children involved in sexting incidents will be dealt with by the police as victims as opposed to perpetrators, unless there are mitigating circumstances. The DSL should record all incidents of sexting. This should include both the actions taken and the actions not taken, together with justifications. In applying judgement to the sexting incident consider the following:

- Significant age difference between the sender/receiver involved
- If there is any external coercion involved or encouragement beyond the sender/receiver.
- If you recognise the child as more vulnerable than is usual.
- If the image is of a severe or extreme nature.
- If the situation is not isolated and the image has been more widely distributed.
- If this is not the first time children have been involved in a sexting act
- If other knowledge of either the sender or recipient may add cause for concern.

If these characteristics present cause for concern then escalate or refer the incident. If not, manage the situation accordingly, recording details of the incident, action and resolution. See CEOP website for further information.

### **3.12 Further information on Private Fostering**

Parents and carers often fail to notify schools about private fostering arrangements even though they are legally required to notify Children's Services. Often this is because they are unaware of the requirements. They believe that this is a private family arrangement which does not concern anybody else.

This lack of awareness means that many privately fostered children remain hidden and can be vulnerable, as in the case of Victoria Climbié who was a privately fostered child.

### **Private Fostering Definition**

Private fostering occurs when a child under 16 (or 18 if the child is disabled) is cared for and lives with an adult who is **not** a relative for 28 days or more. This could be a step parent (by marriage or civil partnership), grandparent, step grandparent, brother, sister, uncle or aunt.

Private fostering is a private arrangement made by the parent(s), (or those with parental responsibility) for someone to care for their child because they are unable to do so (permanently or temporarily). This may be due to a number reasons such as parental ill health, a parent going abroad or in to prison, a child being brought to the UK to study English or the relationship between the child and parent has broken down.

School staff play an essential role in identifying privately fostered children. If you know a child is being privately fostered you should advise the parent/carer that they have a legal obligation to report the arrangement to Children Social Care at least six weeks before it happens or within 48 hours if the arrangement is current having been made in an emergency.

Alert your Designated Safeguarding Lead who will ensure this is followed up with Children Social Care and the arrangement is assessed, approved and monitored

## **4 RECOGNITION – WHAT TO LOOK FOR**

- 4.1 Staff members should refer to the detailed information about the categories of abuse and risk indicators in the <https://sussexchildprotection.procedures.org.uk/page> for further guidance.
- 4.2 In an abusive relationship, the child may:
  - appear frightened of their parent(s)
  - act in a way that is inappropriate to their age and development, although full account needs to be taken of different patterns of development and different ethnic groups
- 4.3 In an abusive relationship, the parent or carer may:
  - persistently avoid child health services and treatment of the child's illnesses
  - have unrealistic expectations of the child
  - frequently complain about or to the child and fail to provide attention or praise
  - be absent
  - be misusing substances
  - persistently refuse to allow access on home visits by professionals
  - be involved in domestic violence and abuse
  - be socially isolated
- 4.4 Serious case reviews have found that parental substance misuse, domestic abuse and mental health problems, sometimes referred to as the 'toxic trio', if they coexist in a family could mean significant risks to children. Problems can be compounded by poverty, frequent house moves or eviction.

- 4.5 Staff should be aware that children with special educational needs and disabilities can face additional safeguarding challenges including:
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability
  - children with special educational needs and disabilities are particularly vulnerable to bullying and often show no outward signs
  - communication issues can be a barrier to effective safeguarding

## **5 ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN**

- 5.1 At Buckswood School we believe that all children have a right to attend and learn in a safe environment. Children should be free from harm by adults in the school and other students.

We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy.

### **5.2 Peer on Peer abuse**

It is important to remember that Peer-on-Peer Abuse does not occur in a vacuum. It occurs in a society where there are structures and norms that shape young people's views, experiences and behaviours, as well as responses to them. Consequently there are different issues of gender that will need to be considered when responding to allegations made against pupils by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this pupil
- indicates that young people outside the school may be affected by this pupil

### **5.3 Examples of safeguarding issues against a pupil could include:**

Physical Abuse

- violence, particularly pre-planned
- forcing others to use drugs or alcohol

Emotional Abuse

- blackmail or extortion
- threats and intimidation
- banter
- bullying-leading to self-harm and threats of suicide

Sexual Abuse

- indecent exposure, indecent touching or serious sexual assaults
- forcing others to watch pornography or take part in sexting

Sexual Exploitation

- encouraging other children to attend inappropriate parties
- photographing or videoing other children performing indecent acts

In areas where gangs are prevalent, older pupils may attempt to recruit younger pupils using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

#### 5.4 **Minimising the risk of safeguarding concerns towards pupils from other pupils**

We will provide a developmentally appropriate PSHE syllabus which develops pupils' understanding of acceptable behaviour and keeping themselves safe.

Have systems in place for any pupil to raise concerns with staff, knowing they will be listened to, believed and valued.

Deliver targeted work on assertiveness and keeping safe to those pupils identified as being at risk.

On occasion, some pupils will present a safeguarding risk to other pupils. The school should be informed that the young person raises safeguarding concerns, for example, they are coming back into school following a period in custody or they have experienced serious abuse themselves.

These pupils will need an individual risk management plan to ensure that other pupils are kept safe and they themselves are not laid open to malicious allegations. There is a need to balance the tension between privacy and safeguarding. Contact is made with the feeder school for information prior to commencing at Buckswood School.

#### 5.5 **What to do**

When an allegation is made by a pupil against another pupil, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the DSL should be informed.

A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.

The DSL should contact Single Point of Advice to discuss the case. It is possible that Children's Social Care are already aware of safeguarding concerns around this young person. The DSL will follow through the outcomes of the discussion and make a statement of referral where appropriate.

In the case of Boarding pupils from overseas, an effort must be made to trace the previous school of that child and ascertain if any repeating pattern of behaviour exists. The boarding house staff will be informed and appropriate risk assessments made as well as behaviour support plans for both the perpetrator and the victim. In extreme cases, It may be necessary to move the pupil into another boarding house.

The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and parents informed (of both the pupil being complained about and the alleged victim).

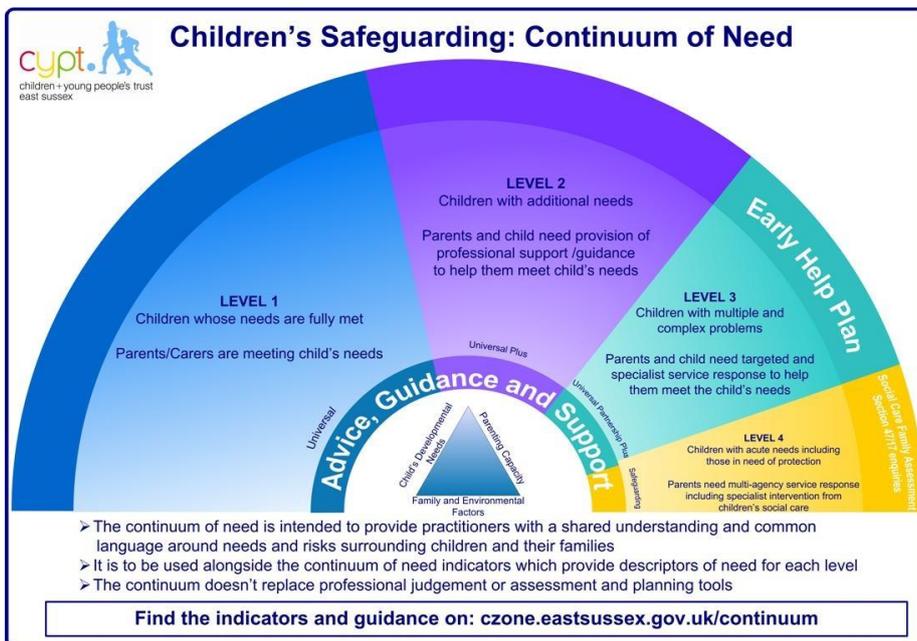
Where neither Children's Social Care nor the Police accept the complaint, a thorough school investigation should take place into the matter using the school's usual disciplinary procedures.

In situations where the school considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan.

The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

## **6 SAFEGUARDING CHILDREN CONTINUUM OF NEED**

- 6.1 The Safeguarding Children Continuum of Need has been developed so that everyone working with children in East Sussex has a common language for understanding the needs and risks surrounding children and their families.
- 6.2 For example, if the school has concerns about a child and needs advice or support from a Single Point of Advice social worker, they will use the Continuum of Need as a guide to understand the school's concerns and provide advice about what to do or to decide whether the child and family need social care involvement. The Continuum of Need does not replace professional judgement, but it is intended to support decision-making and discussions between services and practitioners.
- 6.3 It is important that staff members are familiar with the Continuum of Need tool. It comes in two parts – a windscreen tool showing levels of need (see below) and an indicator tool describing a range of conditions about the child and family that the educational establishment (and other practitioners the educational establishment has discussions with) can use to identify their level of need. At Buckswood, staff are familiarised with this on induction.
- 6.4 The Continuum of Need tool, including the windscreen and indicators, and detailed guidance are available on [Czone](#).
- 6.5 The Continuum of Need shows that a child's or family's additional needs can be on a range from none to very high, and that needs can shift from early help to child protection and back to preventative early help. It covers children whose needs are increasing as well as children whose needs are decreasing after Children's Social Care involvement. The Continuum of Need will help practitioners to identify the right level of support for the child in the least intrusive way while keeping the child safe.



## 6.6 The Continuum of Need identifies four levels of need.

### Level 1:

- children who are achieving expected outcomes
- their needs are met by their parents and by accessing universal services such as health and education
- they do not have additional needs

### Level 2:

- children with additional needs
- parents need professional support or guidance to help them meet their children's needs
- extra support can usually be provided by agencies that already know the family, e.g. their pre-school, school or NHS community services such as Health Visiting

### Level 3:

- children with multiple and complex needs
- children and parents need targeted early help or specialist services to meet the children's needs
- needs are met through multi-agency support and the use of Early Help Plans

### Level 4:

- children with acute needs, including those in need of protection
- children and parents need multi-agency responses which include specialist intervention from Children's Social Care through the family assessment process

- 6.7 By referring to the Continuum of Need and indicators, the school can identify when assessment and support for a child and family need 'stepping up' to a referral to Social Care and when the needs of a child and their family have been reduced enough for them to be 'stepped down' to early help services.

## 7 WHAT ACTION TO TAKE IF YOU HAVE CONCERNS ABOUT A CHILD

Staff member	What action to take if you have concerns
Any member of staff, volunteer, contractor or activity provider	<ol style="list-style-type: none"> <li>1. Discuss your concerns with the DSL, Mr Brendan Commane or in his absence, Additional DSL Mrs Di Durrant, Additional DSL Anne Jeffery, Additional DSL Mr Garry Morris, Additional DSL Mr Angelo Miccoli , or Additional DSL Miss Jenny O'Shea, <b>as soon as possible, before the child leaves for the day.</b> It is important that the child is not sent home at the end of the day without taking the right protective action. In the case of Boarders then the Boarding Additional DSL will take the lead and appropriate house staff will be informed and action taken.</li> <li>2. Complete the <b>child protection incident/welfare concern form</b> and pass it to the DSL. These are available in the Hub, Nurse's quarters, Admin block or in the staff room. The DSL can help you to fill in this form if necessary,</li> <li>3. If the DSL or their deputy is not available, you should contact the Children's Social Care Single Point of Advice yourself for a consultation about the action you need to take. Inform the DSL about your consultation and what actions you have taken.</li> </ol>
Designated Safeguarding Lead	<ol style="list-style-type: none"> <li>1. <b>You are concerned that the child is at risk of significant harm (Level 4 of the Continuum of need)</b> <b>You may wish to discuss the concerns with the Co-Principal, Proprietor and/or Safeguarding Governor/Nominated Advisor for Safeguarding and Child Protection</b> <ol style="list-style-type: none"> <li>1.1 Contact the Children's Social Care Single Point of Advice immediately.</li> <li>1.2 If you believe that the child is in immediate danger, or you suspect a crime has been committed, you must also contact the police immediately.</li> <li>1.3 If the Single Point of Advice accepts your contact as a referral, send them a completed <b>statement of referral</b> (available from the <a href="#">Pan-Sussex Child Protection and Safeguarding Procedures website</a>) <b>within 24 hours.</b></li> <li>1.4 The Single Point of Advice may decide, in discussion with you, that the child's needs are at Level 2 or 3 of the Continuum of Need and the school is better placed to provide support. See points 2.5 and 2.6 below for further action.</li> <li>1.6 Record all your discussions and decision-making on the <b>child protection incident/welfare concern form</b> sent by the staff member who contacted you originally. Add it and a copy of the statement of referral to the child's file.</li> </ol> </li> </ol>

	<p>If the child does not have a stand-alone child protection file, you will need to create one including a front sheet. Update or start the chronology. Continue update the child's file and chronology as the investigation and the resulting work carry on.</p>
	<p><b>2. You believe the child is not at risk of significant harm, but the child or their family may need support (Level 3 of the Continuum of Need)</b></p> <p>2.1 Use the Continuum of Need tool to identify the level of need.</p> <p>2.2 Discuss your concerns with the DSL, Co Principal and/or the Safeguarding Governor/ Nominated Safeguarding and Child Protection advisor if required.</p> <p>2.3 Contact the Single Point of Advice for a consultation, without necessarily identifying the child in question, in order to develop an understanding of the child's needs and circumstances.</p> <p>2.4 If the Single Point of Advice accepts your contact as a referral for social care assessment, send them a completed <b>statement of referral within 24 hours</b>, as above.</p> <p>2.5 If your consultation results in the decision that the child and family are in need of help at Level 3 of the Continuum of Need, provide additional support in the school and/or refer the child or their family to other agencies providing <b>early help services</b>.</p> <p>2.6 Record all your consultations and decision-making on the <b>child protection incident/welfare concern form</b> sent by the staff member who contacted you originally. Update or start the chronology and add referral letters and forms to the child's file; create a stand-alone file including a front sheet, if one does not exist. Continue to update the file, including the chronology, as work progresses.</p>
	<p><b>3. Children and Families in need of help/advice at Levels 1 and 2</b></p> <p>3.1 Where your consultation results in the decision that the child and family are in need of help/advice at level 1 or 2 you will be signposted to the Advice and Information for Families webpage on Czone or advised to consider pastoral support within the school.</p> <p>3.2 Where you are clear that the child and family are in need of help/advice at level 1 or 2 you should access the Advice and Information for Families webpage or consider pastoral support within the school.</p>

## 8 DEALING WITH A DISCLOSURE MADE BY A CHILD – ADVICE FOR ALL MEMBERS OF STAFF

If a child discloses that he or she has been abused in some way, the member of staff or volunteer should follow this guidance.

- Listen to what is being said without displaying shock or disbelief.
- Only ask questions when necessary to clarify.

- Accept what is being said.
- Allow the child to talk freely – do not put words in the child’s mouth.
- Reassure the child that what has happened is not his or her fault.
- Do not make promises that you may not be able to keep.
- Do not promise confidentiality – it may be necessary to refer the child to Children’s Social Care.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Inform the DSL without delay.
- Complete the child protection incident/welfare concern form and pass it to the DSL.
- Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

## **9 DISCUSSING CONCERNS WITH THE FAMILY AND THE CHILD – ADVICE FOR THE DESIGNATED SAFEGUARDING LEAD**

- 9.1 In general, you should always discuss any concerns the school may have with the child’s parents. They need to know that you are worried about their child. However, you should not discuss your concerns if you believe that this would place the child at greater risk or lead to loss of evidence for a police investigation.
- 9.2 If you make a decision not to discuss your concerns with the child’s parents or carers this must be recorded in the child’s child protection file with a full explanation for your decision.
- 9.3 **It is important to consider the child’s wishes and feelings**, if age appropriate, part of planning what action to take in relation to concerns about their welfare.
- 9.4 When talking to children, you should take account of their age, understanding and preferred language, which may not be English. It is also important to consider how a disabled child may need support in communicating.
- 9.5 How you talk to a child will also depend on the substance and seriousness of the concerns. You may need to seek advice from Children’s Social Care or the Police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.
- 9.6 If concerns have arisen as a result of information given by a child, it is important to reassure the child but not to promise confidentiality.
- 9.7 **It is expected that you discuss your concerns with the parents and seek their agreement to making a referral to Children’s Social Care, unless you consider that this would place the child at increased risk of significant harm.**
- 9.8 **You do not need the parents’ consent to make a referral if you consider the child is in need of protection**, although parents will ultimately be made aware of which organisation made the referral.
- 9.9 If parents refuse to give consent to a referral but you decide to continue, you need to make this clear to Children’s Social Care.

9.10 **If you decide to refer the child without the parents' consent, make sure to record this with a full explanation of your decision.**

9.11 In this instance, when you make your referral, you should agree with Children's Social Care what the child and parents will be told, by whom and when.

9.12 See section 11 below for guidance on information sharing and consent.

## **10 EARLY HELP FOR CHILDREN AND FAMILIES**

10.1 Most parents can look after their children without the need of help other than from their family or friends. However, some parents may need additional help from our school or other services such as the NHS. Providing help early is more effective in promoting the welfare of children than reacting later.

10.2 Our school will work together with other agencies to provide a coordinated offer of early help, in line with *Working Together to Safeguard Children 2015* and local guidance, to any child who needs it.

10.3 We will pool our knowledge within the school and with other agencies about which families or children need additional support in a range of ways so that we can work out how best to help them. We will use the East Sussex Safeguarding Continuum of Need tool on Czone to identify what level of need the child or their family has.

10.4 We will work closely with targeted early help services and Children's Social Care if we feel families need more support and input, or children are at risk of harm, and we will continue to provide support if other services are also needed.

10.5 **Targeted early help services** are aimed specifically at helping families with children and young people whose needs are at Level 3 on the Continuum of Need. There are two main services in East Sussex: the one that is relevant to Buckswood School is:

- **Early Help Keywork (5-19)** The 5-19 Early Help Keywork service replaces the previous Family Support Keywork and Targeted Youth Support services bringing them together under one structure. This is a cross county service supporting children, young people and their parents. The service works with families assessed at level 3 on the continuum of need in order to reduce risk and prevent escalation to level 4 by taking a whole family approach and will endeavour to work directly with any members of the immediate family who have been identified as requiring a specific intervention.

10.6 Targeted support is also provided by family keyworkers in specialist services, for example Probation, Sussex Police, the ISEND, and by School Nurses and Family Support Health Practitioners. These services may lead a plan of support in a similar way to targeted early help services.

10.7 Our school will [refer any child with needs at Level 3 on the Continuum of Need](#) to a targeted early help service and work with the service in any early help planning they may undertake to support the child.

- 10.8 We will talk to the family about referral to a targeted early help service and explain that there may be a need to involve other professionals, including talking to a social worker about our concerns. We will seek the family's consent for the referral.
- 10.9 If the family does not consent to an early help service, we will make a judgement about whether the needs of the child will escalate or the child will become unsafe without help. If our judgement is that the needs or concerns will escalate, then we will contact the Children's Social Care Single Point of Advice for a consultation with a qualified social worker in order to make a shared decision about whether the level of concerns calls for a referral to Children's Social Care.

## **11 CHILDREN'S SOCIAL CARE-LED RESPONSES TO CONCERNS ABOUT A CHILD**

- 11.1 Once Children's Social Care has accepted our referral as needing a social-care-led response (Level 4 of the Continuum of Need), a senior social work practitioner and their manager will evaluate the concerns to identify the sources and levels of risk and to agree what protective action may be necessary.
- 11.2 The evaluation of concerns and risks involve deciding whether:
- the child needs immediate protection and urgent action is necessary; or
  - the child is suffering, or at risk of suffering, significant harm and enquiries need to be made under section 47 of the Children Act 1989; or
  - the child is in need and should be assessed under section 17 of the Children Act 1989.
- 11.3 We will cooperate with Children's Social Care and the Police in any emergency action they take using their legal powers for immediate protection of the child. This may involve removing the child from their home.
- 11.4 We will participate in any multi-agency discussions (strategy discussions), if invited to do so, and share information about the child and their family to plan the response to concerns.
- 11.5 We will share information about the child and their family for section 47 enquiries and family assessments undertaken by Children's Social Care.
- 11.6 We will ensure that a relevant staff member participates in all initial and review child protection conferences, if we are invited to attend. The staff member will work together with other agencies to discuss the need for and agree to an outcome-focused child protection plan and will ensure that the child's wishes and views are considered in their own right in planning.
- 11.7 If we are members of the core group to implement a child protection plan, we will ensure a relevant staff member participates in all core group meetings.
- 11.8 We will ensure that we complete all actions allocated to us as part of the outcome-focused plan, whether a child protection plan or a family support plan, in a timely way.
- 11.9 We will continue to monitor children once their plans are ended to ensure that they are supported and kept safe.

## 12 INFORMATION SHARING AND CONSENT

12.1 The school will keep all child protection records confidential. All documentation recorded will be kept securely in a locked drawer allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The school will cooperate with the Police and children's social care to ensure that all relevant information is shared for the purpose of Child Protection investigations under the Section 47 of the Children Act 1989 and in accordance with the requirements of Working Together to Safeguard Children (March 2015)

- 12.2 The school may have to share information about parents or carers, such as their medical history, disability or substance misuse issues, for investigations of child abuse carried out by Children's Social Care.
- 12.3 The Data Protection Act 1998 is not a barrier to sharing information. It is there to ensure that personal information is managed in a sensible way and that a balance is struck between a person's privacy and public protection.
- 12.5 We should be sharing any concerns we have with parents at an early stage, unless this would put a child at greater risk or compromise an investigation. Parents need to know what our responsibilities are for safeguarding and protecting children and that this involves sharing information about them with other professionals.
- 12.6 Try to get consent from parents (or the child, if they have sufficient understanding<sup>1</sup>) to share information, if possible. However, **you do not need consent if you have serious concerns about a child's safety and well-being. If you decide to share information without consent, you should record this with a full explanation of your decision.**
- 12.8 **Consent should not be sought from parents or carers (or the child, if they have sufficient understanding), if:**
- it would place a child at increased risk of harm; or
  - it would place an adult at risk of serious harm; or
  - it would prejudice a criminal investigation; or
  - it would lead to unjustified delay in making enquiries about allegations of significant harm to a child; or
  - required by law or a court order to share information.
- 12.9 **Consent is not necessary** in cases where Children's Social Care are making child protection enquiries under section 47 of the Children Act 1989. Information needs to be shared with Children's Social Care; staff members must make sure to record what information has been shared.
- 12.10 **Consent is necessary, for:**
- Children's Social Care investigations or assessments of concerns under section 17 of the Children Act 1989. Children's Social Care will assume that we have obtained consent from the parents to share information unless we

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<sup>1</sup> Children aged 12 or over may generally be expected to have sufficient understanding. Younger children may also have sufficient understanding. All people aged 16 and over are presumed, in law, to have the capacity to give or withhold their consent, unless there is evidence to the contrary.

make them aware that there is a specific issue about consent. This must be discussed with a social worker in the Single Point of Advice.

- Early help assessments. Assessments are undertaken with the agreement of the child and their parents or carers.

- 12.11 If you are in any doubt about the need for seeking consent, get advice from the DSL or from the Children's Social Care Single Point of Advice.
- 12.12 Keep a record of your decision to share information, with or without consent, and the reasons for it. Remember also that it is just as important to keep a record of why you decided not to share information as why you did so.
- 12.13 Where allegations have been made against staff, the DSL will consult with the LADO and, where appropriate, the police and children's social care to agree the information that should be disclosed and to whom.

### **13 RECORD KEEPING**

- 13.1 Good record keeping is an important part of the School's accountability to children and their families and will help us in meeting our key responsibility to respond appropriately to welfare concerns about children.
- 13.2 Records should be factual, accurate, relevant, up to date and auditable. They should support monitoring, risk assessment and planning for children and enable informed and timely decisions about appropriate action to take.
- 13.3 All staff members, volunteers, contractors and activity providers should ensure that they record and report safeguarding concerns in line with guidance from the East Sussex Local Safeguarding Children Board (LSCB) – [\*Keeping Records of Child Protection and Welfare Concerns: Guidance for Early Years Settings, Educational establishments and Colleges, January 2014.\*](#)
- 13.4 The DSL will ensure that records are maintained appropriately for children with safeguarding concerns and that stand-alone files are created and maintained in line with requirements of the above guidance.

### **14 PROFESSIONAL CHALLENGE AND DISAGREEMENTS**

- 14.1 Working with children and families, and in particular child protection work, is stressful and complex, as well as involving uncertainty and strong feelings. To ensure that the best decisions are made for children, we need to be able to challenge one another's practice.
- 14.2 We will promote a culture within Buckswood that enables all staff members to raise, without fear of repercussions, any concerns they may have about the management of child protection in the School. This may include raising concerns about decisions, action and inaction by colleagues about individual children. If necessary and on a need to know basis, staff members will speak with the Designated Safeguarding Lead, the Co-Principals, the Safeguarding Governor/ Nominated External Advisor for Safeguarding and Child Protection or directly with the Local Authority Designated Office (LADO).

- 14.3 Co-operation across agencies is crucial; professionals need to work together, using their skills and experience, to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences and case management.
- 14.4 If there are any professional disagreements with practitioners from other agencies, the DSL will raise concerns with the relevant agency's safeguarding lead in line with guidance in the Pan-Sussex Child Protection and Safeguarding Procedures - <https://sussexchildprotection.procedures.org.uk/page/contents>
- 14.5 If the School disagrees with the child protection conference chair's decision, the DSL will consider whether he/she wishes to challenge it further and raise the matter with Children's Services Head of Safeguarding.

## **15 SAFER RECRUITMENT**

- 15.1 Buckswood has robust recruitment and vetting procedures to help prevent unsuitable people from working with children.
- 15.2 Our job advertisements and application packs make explicit reference to the School's commitment to safeguarding children, including compliance with the Disclosure and Barring Service (DBS) process and clear statements in the job description and person specification about the staff member's safeguarding responsibilities.
- 15.3 All staff members who have contact with children, young people and families will have appropriate pre-employment checks in line with *Keeping Children Safe in Education: Statutory Guidance for Educational establishments and colleges, September 2016*.
- 15.4 At least one member on every short listing and interview panel will have completed safer recruitment training. The ADSL (in the Hub) is responsible for ensuring that safer recruitment training is kept up to date.
- 15.5 The Safeguarding Officer for HR/member of SMT are responsible for ensuring that our **single central record** is accurate and up to date.

## **16 PROCEDURE FOR MANAGING ALLEGATIONS OF ABUSE MADE AGAINST SCHOOL STAFF MEMBERS AND VOLUNTEERS**

- 16.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our School. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.
- 16.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.
- 16.3 We will take all possible steps to safeguard our children and to ensure that the adults in our School are safe to work with children. We will always ensure that the procedures outlined in Part 4 of Keeping Children Safe in Education: Statutory

Guidance for Educational establishments and Colleges September 2016 are adhered to and will follow the flow chart in Appendix C.

- 16.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information, usually the Co- Principals who may refer this to the DSL. In cases where the child's needs meet the threshold for being classed as level 4 in accordance with the safeguarding continuum of need, the co-principals or DSL as agreed will contact SPOA for further advice. In all cases of allegations against staff the LADO will be informed.

The case manager for dealing with allegations against the DSL is the Co-Principal who will inform the Chair of the Advisory Governing Body and will inform the LADO.

The case manager for dealing with allegations against the Proprietor is the Chair of the Advisory Governing Body, who may wish to work with the DSL, working closely with the LADO.

The case manager for allegations against a Co-Principal is the Chair of the Advisory Governing Body who ,will work closely with the LADO.

Managing allegations against staff can be a very difficult and challenging role but our commitment to safeguard and protection our students is of the highest importance. It is therefore necessary to ensure that channels of communication between the case manager, the DSL and the LADO are clear, open and well documented as part of the evidence gathering procedure. As Buckswood is an independent school it is necessary to keep the schools solicitors informed about all allegations.

A managing allegations against staff checklist should be used in conjunction with other personal notes and information to ensure that everyone is informed and the stages of the process is clear. This will also support an accurate chronology of events.

- 16.5 The DSL will follow the flow chart in Appendix C. No member of staff will undertake further investigations before receiving advice from Single Point of Advice or LADO.

A variation of the ESCC flow chart has been developed for quicker identification but one should always refer back to the ESCC flowchart as well.

- 16.6 Any member of staff or volunteer who does not feel confident to raise their concerns at school should follow the flow chart which is in the staff room on the safeguarding board, in the HUB in the administration block and also in the safeguarding handbook. Please refer to this in conjunction with appendix C and make the appropriate contact direct.

- 16.7 Supporting people:

- The School together with Children's Social Care and the Police, if they are involved, will consider the impact on the child concerned and provide support as appropriate.
- The DSL will ensure that the child and family are kept informed of the progress of the investigation in line with advice from the LADO.
- The school will proceed in line with the LADO's recommendation
- The staff member who is the subject of the allegation will be advised to contact their union, professional association or a colleague for support,

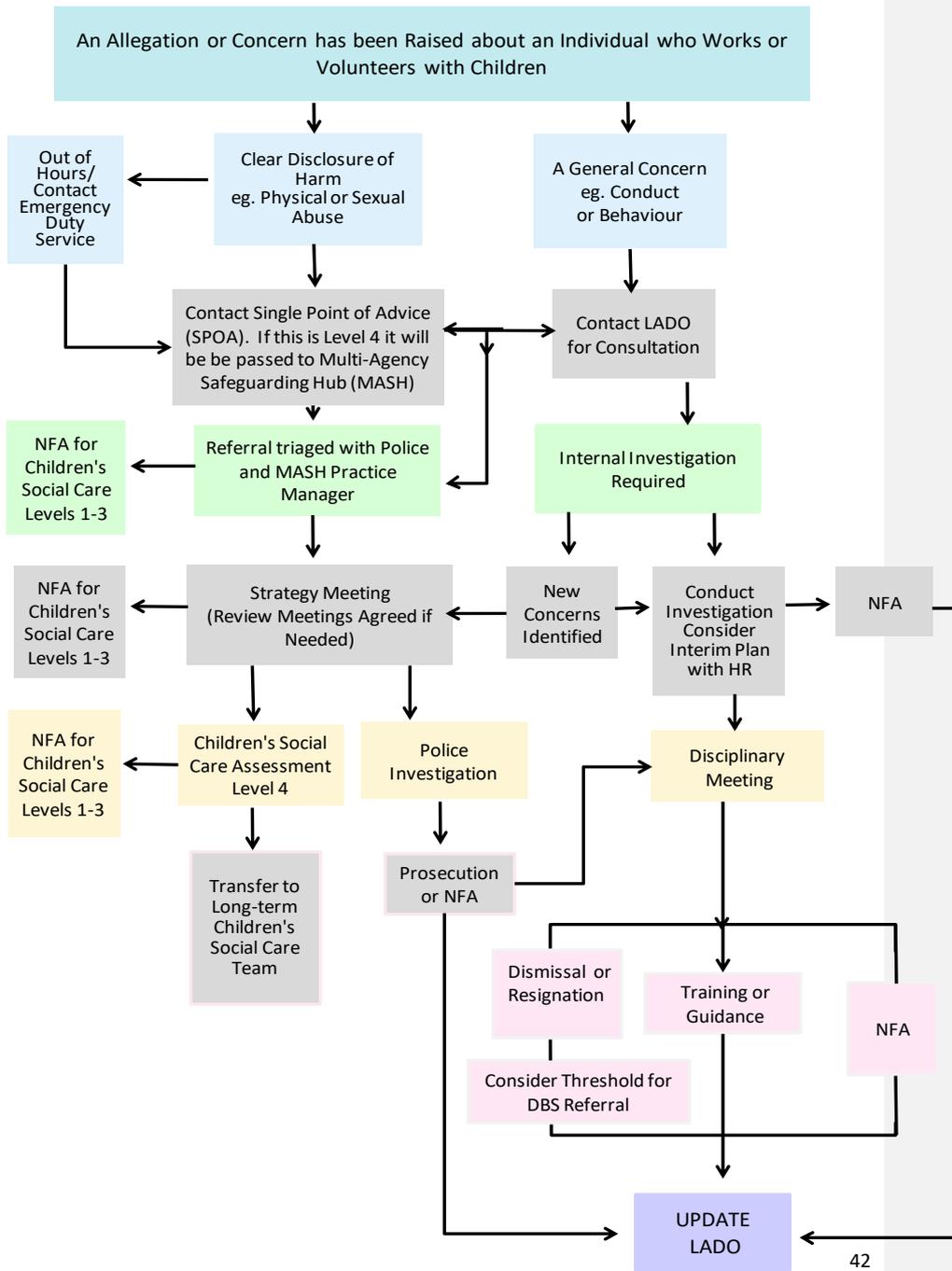
(depending on the outcome of the safeguarding strategy meeting which is normally chaired by the LADO).

- The school will ensure that the staff member is provided with appropriate support, if necessary, through occupational health or welfare arrangements.
- The Co Principals or DSL will appoint a named representative to keep the staff member updated on the progress of the investigation; this will continue during any Police or section 47 investigation or disciplinary investigation.

16.8 The School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our School, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or The Personnel Advisory Team.

## Appendix C

### Managing Allegations Flowchart



## **MANAGING ALLEGATIONS/CONCERNS ABOUT INDIVIDUALS WHO WORK OR VOLUNTEER WITH CHILDREN FLOWCHART GUIDANCE**

### **Criteria - Working Together 2015**

To ensure safeguarding is prioritised for children, it was recommended that all LADO referrals should go through the Multi-agency Safeguarding Hub (MASH), which East Sussex adopted in September 2015.

**From 3 May 2016, all social care enquiries and referrals in East Sussex will go via the Single Point of Advice (SPOA) based at St Mark's House.**

Referrals to Children's Social Care need to be considered when a child is at risk of significant harm and an individual who is working or volunteering with children has:-

1. Behaved in a way that has harmed a child, or may have harmed a child
2. Possibly committed a criminal offence against or related to a child
3. Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

When considering the definitions of harm and whether threshold is met for a LADO consultation or referral to the Multi-Agency Safeguarding Hub (MASH), the following guidance provides information about the criteria and process. The examples provided are not exhaustive as the nature of allegations can sometimes be complex, depending on the history of those who are involved.

### **Behaviours that have or are Likely to Cause Harm**

These are more likely to fall in the remit of professional conduct, for example:

- Contact with children and young people through social media and private email accounts
- Bullying, threats and intimidation
- Comments of a personal, derogatory or racially abusive nature which could cause emotional harm.
- Physical contact of a non-sexual nature, but which breaches a code of conduct
- Providing rewards and incentives which are not sanctioned within a code of conduct and could single out particular children or young people to the detriment of others.

These types of behaviour should be discussed with the LADO in the first instance, as they have happened in isolation. Sometimes there is a fine line between harm and behaviour constituting a possible criminal offence. If they form part of a pattern or there are other concerns about the context, consideration would need to be given to whether a referral was required.

### **Behaviours Associated with Criminal Offences**

If a child or young person makes an allegation of sexual or physical abuse, a Statement of Referral (SOR) should be sent to the MASH without delay. The SOR should contain as much

information as possible regarding the allegation, full details of the victim and perpetrator. There might be times when there is uncertainty about the process and if in doubt the MASH or LADO can be contacted for guidance prior to sending the SOR.

Examples where a SOR is warranted are:

- Physical abuse and restraint where injuries have been caused to a child including; scratches, cuts, bruises, red marks, swelling, bites and broken bones
- Disclosures of sexual abuse, including direct contact, historic incidents, links to exploitation, grooming and online abuse
- Physical abuse or inappropriate restraint, pushing or shoving without injury, but this has been witnessed.
- In incidences where allegations of physical abuse are difficult to corroborate because they have not been witnessed or there is a history of previous allegations from a young person, a discussion should still be had with MASH about whether the threshold for a referral is met. MASH might not agree a referral once they have consulted with Police, but will give advice about liaison with the LADO and/or an internal investigation.

Please note that if injuries have been observed and these should be documented on a body map, with a description of size, location and the type of injury seen. Photographs should not be taken by other professionals or sent by email as Police and a Paediatrician will usually take photographs and measure these to scale. There are occasions when Police might ask for this to be done, and agreement will be needed about this on a case by case basis.

### **Behaviours Which Might Pose a Risk to Children**

Any of the behaviours already identified could meet this criteria. However, there are some behaviours in the workplace which would breach the code of conduct but have not caused immediate harm. In other instances events in a person's personal life could impact upon their professional or voluntary role with children and young people, for example:

- Being under the influence of drugs or alcohol in the workplace
- Inappropriate use of work IT equipment in work or at home e.g. viewing adult pornography
- Failure to protect or report a safeguarding concern
- Personal involvement with Children's Services, for example Child Protection Plans for own children
- Domestic Abuse
- Arrest or prosecution for a criminal offence outside of work including sexual offences in relation to children or adults, violence, drugs, drink driving

In the first instance any code of conduct issues should be discussed with the LADO. Agencies might be contacted about other incidents where Police and Children's Services involvement has happened, but there might also be times when criminal activity in someone's personal life is not reported to Children's Social Care and there should be a discussion with the SPOA about this.

If any professionals become aware that there are safeguarding concerns in an individual's private life and they work or volunteer with children, there should be a consultation with the LADO to consider how this can be monitored or addressed. If there are child protection concerns, and social care involvement the employer should be made aware in case there are additional factors to take into consideration with that person's role. If there is social care involvement under child in need, it might still be necessary to inform the employer, but the

level of concerns will need to be discussed and an action plan agreed. The employee should be encouraged to talk to their employer in the first instance.

### **NEXT STEPS**

SPOA will triage a referral, and if it is agreed it meets the threshold for Level 3, when this is on the cusp of Level 3 and Level 4, it will be passed to the MASH in the usual way. The MASH Practice Manager will discuss the referral with Police and the LADO. A decision will be made about whether there is a risk of significant harm which requires a strategy discussion. If this is not agreed the LADO will follow up with an employer or organisation who will be asked to conduct an internal investigation.

**NB: If the child already has an allocated Social Worker, contact should be made with the MASH in the first instance and agreement will be made about who will lead investigation.**

Decisions will also need to be made about immediate action needed to safeguard any children, and this might include whether an adult needs to be refrained or suspended prior to a strategy meeting. Consideration also needs to be given to any other employment or voluntary work the individual is involved in. This action will need to be agreed with HR on advice from the LADO and Police if there is a potential criminal investigation.

If it has been agreed there is a risk of significant harm a Strategy Meeting will be held, where all relevant professionals, a representative from HR/Personnel, Police and the LADO will be invited to attend. The victim and alleged perpetrator will not be included in this meeting. The strategy meeting should be arranged within 3 working days of the referral being received.

A Manager from the Duty and Assessment Team or MASH will chair the meeting unless there is an allegation involving a Children's Social Care employee or Foster Carer, in which case the LADO will chair the meeting. However, if the Duty or MASH Managers are not available the LADO might chair the strategy meeting to avoid unnecessary delays. The reason for this is that the immediate and wider safeguarding issues for any child or young person who the alleged perpetrator might have contact with, will need to be considered.

If the child already has a Social Worker from another team, it is usually agreed that the allocated team will take forward the strategy meeting with the LADO, unless there are concerns about Child Sexual Exploitation. In this instance the MASH Practice Manager might still have involvement in the meeting. This might also be the case when there is a conflict of interest, and it is considered an independent manager should chair the meeting.

Action Plans will be formulated at the strategy meeting, and a decision might be made to have a review meeting, particularly if there are gaps in information which need to be clarified.

### **OUT OF HOURS REFERRALS**

If a child has made a disclosure of physical or sexual abuse and there is physical evidence a Statement of Referral (SOR) should be discussed with the Emergency Duty Service (EDS). They will be able to liaise with the Police Serious Investigation Units (SIU) based in Eastbourne, Hastings and Brighton, who now provide additional cover. The Police might decide with EDS to start a joint investigation over the weekend to avoid delay.

### **OUTCOMES**

Once a strategy meeting has taken place the following outcomes will be taken forward:

1. NFA as the allegation is found to be unsubstantiated, false, unfounded or malicious.
2. NFA for Children's Services, but there are issues to address in relation to professional conduct or suitability, as concerns were substantiated, but did not meet threshold for criminal investigation. Unsubstantiated outcomes are the most difficult ones to address, as there might still be concerns, but insufficient evidence to proceed; eg a disclosure of sexual abuse where the victim is not willing to make a statement, or physical abuse where there are no injuries, but the account was credible. However, there are occasions when action might be considered to minimise any identified concerns or risks, and this will need to be considered on a case by case basis. HR will provide support and the LADO will need to be kept updated of outcomes. In these cases the concerns might be addressed via an internal investigation and disciplinary meeting or through additional training and monitoring. This could be resolved with the individual being or remaining suspended as a neutral act pending the outcome of enquiries or while they remain at work.
3. Duty and Assessment (DAT) or one of the long-term social work teams will take forward a Family Assessment under Child in Need (Section 17 Children Act 1989) as unmet needs were identified for the victim or children linked to the perpetrator. This could result in universal services on levels 1-3 on the continuum of need or longer term social work support and action in relation to alleged perpetrator might result in outcomes in 1 and 2 above.
4. DAT or one of the long-term social work teams will undertake a Family Assessment due to Child Protection Concerns (Section 47 Children Act 1989). This could result in the actions/outcomes in 1-3 above.
5. The Police might undertake a criminal investigation in relation to a suspected criminal offence when concerns are substantiated. This can take several months to complete especially if IT equipment needs to be checked and the Crown Prosecution Service then needs to review the file. This will often result in the perpetrator remaining on bail for an extended period, while they remain suspended from their employment or voluntary role. HR and the LADO will provide support and liaise during this period, including advice about whether a DBS referral is warranted.

#### **MISCELLANEOUS REFERRALS TO OTHER TEAMS**

There are occasions, when agencies including the NSPCC, OFSTED and Complaints Team receive complaints or safeguarding concerns from parents or other third parties, which do not meet the criteria for a SPOA referral or LADO Consultation. These should be dealt with as follows:

- OFSTED/NSPCC Complaints, which do not meet threshold for referral to SPOA, should be passed to or discussed with the LADO to establish whether the Schools Safeguarding Officer/Standards and Learning Effectiveness Service (SLES) need to investigate.

#### **CONTACTS**

**SPOA - (1<sup>st</sup> Point of Contact for all referrals East and West of county)**

**Telephone:** 01323 464222

**Email:** [spoa@eastsussex.gov.uk](mailto:spoa@eastsussex.gov.uk)

**LADO**

**Telephone:** 07825 782793

**Email:** [amanda.glover@eastsussex.gov.uk](mailto:amanda.glover@eastsussex.gov.uk)

**SAFEGUARDING UNIT** (If LADO is on leave but consultation required)

**Telephone:** 01323 466606

**Email:** [lado@eastsussex.gov.uk](mailto:lado@eastsussex.gov.uk)

**MASH/DAT WEST**

**Telephone:** 01323 747373

**MASH/DAT EAST Telephone:** 01424 724144

**Emergency Duty Service (EDS) Telephone:** 01273 335905 / 01273 335906

# MANAGING ALLEGATIONS FLOWCHART

## - General Allegations -



# MANAGING ALLEGATIONS FLOWCHART

## - General Allegations -



If any new information comes forward during the investigation, report it to the LADO.  
Consider training guidance for support.

**Appendix C (C)  
MANAGING ALLEGATIONS CHECKLIST**

Please refer to flow chart in conjunction with this form

	<b>Date</b>	<b>Notes</b>
<b>Concern raised</b>		
<b>LADO contacted</b>		
<b>SPOA contacted</b> <b>If level 4</b>		
<b>Internal investigation</b>		
<b>No further action</b>		
<b>Further investigation</b> <b>Involve HR/Solicitor</b>		
<b>Disciplinary meeting</b> <b>Involve HR/Solicitor</b>		
<b>No further action</b>		
<b>Dismissal or resignation</b> <b>Consider DBS referral</b>		
<b>Update LADO</b>		

Appendix D

**BUCKSWOOD SCHOOL**  
**WELFARE CONCERN FORM**

To be used to record low level concerns or serious child protection concerns requiring immediate response

<b>Child's name</b>			
<b>Child's date of birth</b>		<b>Year group</b>	
<b>Staff member reporting incident - name and position (print name)</b>			
<b>Date of incident (dd/mm/yyyy)</b>		<b>Time of incident</b>	
<b>Details of the incident</b>			
<p>Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. If offering a professional opinion provide context to substantiate the opinion. Attach a body map or other information, if appropriate.</p>			
<b>Reporting staff member's signature</b>		<b>Date</b>	
<b>Please pass this form to the your Safeguarding Lead or Safeguarding Officer</b>			
<b>The Safeguarding Lead</b>			
<p>The Safeguarding Lead should record their analysis of the impact of historic and known information, considering the chronology and current information relating to this incident or concern on the child's welfare.</p>			
<b>Analysis and response to the incident/concern</b>			

Note actions planned and taken, including names of anyone to whom the information was passed.

--

**Outcomes**

Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.

--

**Safeguarding  
Lead's name**

--

**Safeguarding  
Lead's  
signature**

--

**Date**

--

<b>CONTINUATION SHEET for additional information related to the original concern</b>			
<b>Details of the incident or information and updated analysis and planning</b>			
<b>Reporting staff member's signature</b>		<b>Date</b>	
<b>The Safeguarding Lead</b>			
<b>Analysis and response to the incident/concern</b>			
Note actions planned and taken, including names of anyone to whom the information was passed..			
<b>Outcomes</b>			
Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.			
<b>Safeguarding Lead's signature</b>		<b>Date</b>	

### BODY MAP

<b>Child's name</b>		<b>Child's date of birth</b>	
<b>Date of incident (dd/mm/yyyy)</b>		<b>Person completing body map</b>	

Detail size nature and any additional identifying features of injury

