
Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Policy Consultation & Review

This Policy is available on request from the Headmaster's Office. We also inform parents about this Policy when their sons join the School and it is available for their reference on eQE.

This Policy will be reviewed in full by the Governing Body on an annual basis during its Autumn term meeting.

CONTENTS

	Page:
1 Purpose & Aims	2
2 School Ethos	2
3 Roles & Responsibilities	3
4 Recognising Abuse	5
5 Particular safeguarding issues	7
6 Training & Induction	10
7 Procedures for Managing Concerns	11
8 Working with Parents & Carers	12
9 Child Protection Conferences	12
10 Recording & Information Sharing	13
11 Safer Recruitment	14
12 Safer Working Practice	14
13 Managing Allegations against Staff	15
14 Other relevant policies	16
15 Statutory Framework	16
Appendix 1 Recording form for reporting concerns	18
Appendix 2 Induction checklist for staff & volunteers	21
Appendix 3 Procedure in the event of suspected abuse	22
Appendix 4 Procedure in the event of an allegation against a member of staff	23
Appendix 5 Communication and record-keeping	24

Queen Elizabeth's School

SAFEGUARDING POLICY

(Incorporating Child Protection)

1.0 PURPOSE & AIMS

The purpose of this Safeguarding Policy is to ensure every child who is a registered pupil at the School is safe and protected from harm. This means we will always work to:

- protect children and young people at the School from maltreatment;
- prevent impairment of our children's and young people's health or development;
- ensure that children and young people at the School grow up in circumstances consistent with the provision of safe and effective care;
- undertake that role so as to enable children and young people at the School to have optimum life chances and enter adulthood successfully;
- provide all staff with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of our children and young people;
- ensure consistent good practice across the School;
- demonstrate the School's commitment with regard to safeguarding our children and young people.

This Policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and young people at the School.

The School fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children and young people who are registered pupils at the School. The elements of our policy are prevention, protection and support.

This Policy applies to all pupils, staff, parents, governors, volunteers and visitors.

2.0 OUR ETHOS

2.1 The child's welfare is of paramount importance. The School will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Pupils at the School will be able to talk freely to any member of staff at the School if they are worried or concerned about something.

2.2 All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.3 Throughout our curriculum we will provide activities and opportunities for the pupils to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our pupils to develop essential life skills.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3.0 ROLES AND RESPONSIBILITIES

Role	Name
Senior Designated Person (SDP)	Mr. Neil Enright
Deputy Senior Designated Person	Mr. David Ryan
Deputy Senior Designated Person	Dr. Michael Taylor
Year Heads	Mr. Ian Benjafield Miss Geraldine Booth Miss Charlotte Coleman Mr. Liam Hargadon Miss Kimberley Jackson
Administrator (confidential record keeping)	Mrs. Gisela Hann
Headmaster	Mr. Neil Enright
Named Safeguarding Governor	Mrs. Jane Ferguson
Chairman of Governors	Mr. Barrie Martin

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to the School to ensure that they carry out the requirements of this procedure and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at the School.

The Governing Body

3.2 The Governing Body is accountable for ensuring the effectiveness of this Policy and the School's compliance with it. Although the Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named Governor who takes a particular interest in safeguarding within the School.

3.3 The Governing Body will ensure that:

- The Safeguarding Policy is in place and is reviewed annually, is referred to in the School prospectus and has been written in line with the requirements of the Barnet Safeguarding Children Board;
- A member of the Governing Body is appointed as the Designated Safeguarding Governor, who will work with the SDP to ensure that the appropriate procedures are followed at all times;
- A member of the Senior Leadership Team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the SDP;
- All staff have undertaken appropriate child protection training;

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of Keeping Children Safe in Education: Statutory guidance for schools and colleges, 2016 (DfE);
- They remedy without delay any weakness in regard to the School's safeguarding arrangements that are brought to their attention

3.4 The Governing Body will receive a safeguarding report at least once a year which will identify any specific areas for improvement and record the training that has taken place, the number of staff attending and any outstanding training requirements for the School. It will not identify individual pupils.

The Headmaster

3.5 The Headmaster is responsible for:

- Identifying a member of the Senior Leadership Team to be the SDP;
- Identifying an alternate member of staff to act as the SDP in his/her absence;
- Ensuring that policies adopted by the Governing Body are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistleblowing procedures

The Senior Designated Person

3.6 Any concern for a boy's safety or welfare must be recorded in writing and given to the SDP.

3.7 Through appropriate training, knowledge and experience the SDP will liaise with Children's Services, the Barnet Safeguarding Children Board, the Local Authority Designated Officer (LADO) and other agencies where necessary, and make prompt referrals of suspected abuse to Children's Services.

3.8 The SDP will ensure that the School is represented at Child Protection Conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of the Safeguarding Policy and the procedure they need to follow.

3.9 The SDP will maintain written records and child protection files ensuring that they are kept confidential and stored securely in accordance with this Policy.

3.10 The SDP will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the School. The SDP will provide confidential support and guidance to any staff member who seeks advice on child safeguarding issues.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

3.11 The SDP will ensure that the Headmaster and Designated Child Protection Governor are informed in a timely manner of any alleged, suspected or reported child safeguarding issue.

4.0 RECOGNISING ABUSE

4.1 To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. There are four main categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

4.2 **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

4.3 **Emotional abuse** is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age- or developmentally-inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

4.4 **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. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4.5 **Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

4.6 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of abuse and what you might see

4.7 Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the SDP.

4.8 Remember, it is your responsibility to report your concerns. It is not your responsibility to investigate or decide whether a child has been abused. A child who is being abused and/or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about, drugs or alcohol
- have a boyfriend or girlfriend older than them
- appear with unexplained gifts or expensive new possessions
- display sexual knowledge or behaviour beyond that normally expected for their age.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

4.9 Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the SDP to decide how to proceed. It is very important that you report your concerns – you do not need 'absolute proof' that the child is at risk.

5.0 Particular safeguarding issues

Peer-on-peer abuse

5.1 Peer-on-peer abuse or bullying between young people is a very serious issue that can cause considerable anxiety and distress.

5.2 All incidences of bullying should be reported and will be managed through the School's anti-bullying procedures. All pupils and parents receive a copy of the School Policy on Bullying on joining the School and the subject of bullying is addressed at regular intervals in the School curriculum. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the Headmaster and/or SDP will consider implementing safeguarding procedures.

5.3 Staff are aware that young people can be particularly vulnerable to abuse by their peers through online and social media, and by the transfer and sharing of information and images via electronic devices. Any pupils found to be involved in cyber-bullying will be dealt with strictly under the terms of the School's Bullying Policy.

5.4 'Sexting' is the term used for the sending of sexually explicit text or self-produced sexual imagery via electronic devices, primarily mobile phones. When an incident involving sexting comes to the attention of a member of the School's staff:

- The incident will be referred to the SDP as soon as possible;
- An investigation into the matter will be carried out by interviewing the relevant member(s) of staff and the pupil(s) involved;
- Parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm;
- At any point in the process if there is a concern that the young person has been harmed or is at risk of harm, a referral may be made to children's social care and/or the police.

Vulnerability to radicalisation

5.5 Radicalisation to terrorism refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The Government has defined extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

5.6 Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors; it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

5.7 The protection of our pupils from the dangers of radicalisation is considered to be an integral part of the School's safeguarding provision and it is therefore vital that School staff are able to recognise vulnerability and susceptibility to radicalisation.

5.8 Indicators of vulnerability include:

- Identity Crisis: the pupil is distanced from their cultural or religious heritage and experiences discomfort about their place in society;
- Personal Crisis: the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; or they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances: migration; local community tensions; and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations: the pupil may have perceptions of injustice; a feeling of failure; or a rejection of civic life;
- Experiences of Criminality: which may include involvement with criminal groups, imprisonment, and poor resettlement or reintegration;
- Special Educational Needs and Disabilities: pupils may experience difficulties with social interaction, empathy with others, or understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Being in contact with extremist recruiters; and
- Joining or seeking to join extremist organisations.

Honour-based violence

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

5.9 So-called 'honour-based' violence (HBV) encompasses crimes which have been committed in the belief that they protect or defend the honour of the family and/or the community, and include practices such as Female Genital Mutilation (FGM) and forced marriage. All forms of so called HBV are abuse (regardless of the motivation) and will be treated and escalated as such by the School. If staff become aware or have suspicions that HBV is occurring and is thereby directly or indirectly affecting a pupil, they should speak to the designated safeguarding lead with their concerns.

5.10 If School staff discover that FGM has taken place on a girl under 18 years of age within a pupil's family, or have evidence that the pupil is involved in a forced marriage, this will be reported to the police.

Children missing from education

5.11 A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation.

5.12 The School has in place procedures for recording and dealing with unauthorised absence which are consistently and rigorously applied so as to minimise any disruption to the child's education, to reduce any further absences and to detect any underlying causes for it.

5.13 All staff are alert to the signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as being sexually groomed or travelling to conflict zones.

5.14 The School will work with the Local Authority to reduce the risk of any child being missing from education.

5.15 Pupils joining the School roll

- When a pupil joins the School other than at the standard point of entry in Year 7, the School will inform the Local Authority within five days of this happening, including in the notification all details contained in the admission register for the new pupil;
- If the new pupil does not arrive on the expected start date, the School will make enquiries about this immediately. If the situation is not resolved and the child's whereabouts cannot be established after reasonable enquiry, the Local Authority will be informed.

5.16 Pupils whose names are deleted from the School roll

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

- When a pupil leaves the School other than at the standard leaving points at the end of Year 11 or Year 13, the School will record in its own records and inform the local Authority of the following:
 - The pupil's full name;
 - The full name, address and phone number of at least one parent with whom the pupil will live;
 - The pupil's future address and phone number, if applicable;
 - The name of the pupil's destination school and his expected start date there; and
 - The grounds under which the pupil's name is to be deleted from the School roll.

5.17 Pupils missing from School

- Where a pupil has not returned to School for five days after an authorised absence or is absent from School for ten consecutive days without authorisation, the School will co-operate with and make enquires jointly with the Local Authority as to the pupil's whereabouts.

Pupils staying with host families

5.18 When schools make arrangements for their pupils to have learning experiences away from home for short periods and they stay with host families to which they are not related, such as on a sports tour or language exchange trip, this could be considered under law to be a 'private fostering' arrangement.

5.19 As such, if the arrangement is within the UK, the School will ensure that all appropriate measures have been taken to ensure the safety of the arrangement, including the obtaining of (Disclosure and Barring Service) DBS checks on the adults in the host family;

5.20 If the arrangement is taking place overseas, as when pupils stay with a family on a language exchange trip, the School will work with the partner school abroad to ensure, if possible, that assurances similar to the DBS check are obtained prior to a visit.

Pupils with SEND

5.21 It is recognised that pupils with special educational needs and disabilities, including medical conditions, may face additional safeguarding challenges (this could involve issues concerning missing education, peer-on peer abuse, personal care or the lack of understanding of others' motives). Staff are trained to be aware of these issues so that they can provide the appropriate extra level of vigilance in safeguarding as necessary.

6.0 TRAINING & INDUCTION

6.1 When new staff, volunteers or regular visitors join the School they will be informed of the safeguarding arrangements in place. They will be given a copy of the School's

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Safeguarding Policy and told who the Senior Designated Professional for Safeguarding is. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

- 6.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at the School and the remit of the role of the Senior Designated Professional.
- 6.3 All staff will be required to read Keeping children safe in education: Part 1 Information for all school and college staff 2016 (DfE) and will be asked to familiarise themselves with Keeping children safe in education: Statutory guidance for schools and colleges 2016 (DfE). Staff will also be required to read and abide by the provisions of the School's Code of Conduct Policy.
- 6.4 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be provided with an introduction to safeguarding and will then be trained with the rest of the staff team at least every 3 years.
- 6.5 All regular visitors and volunteers to the School will be given a set of our safeguarding procedures; they will be informed of the name of our SDP and alternate staff members and what the recording and reporting system is. (See Appendix 2).
- 6.6 All members of staff will undertake appropriate safeguarding training at least once every 3 years.
- 6.7 The SDP, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending Child Protection Conferences or core groups will attend one of the multi-agency training courses organised by Barnet Safeguarding Children Board at least once every two years.
- 6.8 The Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at the School.
- 6.9 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via Barnet Safeguarding Children Board at <http://www.barnet.gov.uk/bscb/>. The SDP will also provide regular safeguarding updates for staff.

7.0 PROCEDURES FOR MANAGING CONCERNS

- 7.1 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in the School. If the SDP is not available, the alternate SDP should be contacted regarding any concerns.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

- 7.2 It is **not** the responsibility of other School staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this Policy and its appendices. Any member of staff or visitor to the School who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the SDP or, if unavailable, to a member of the Child Protection Team. In the absence of any of the above, the matter should be brought to the attention of the most senior member of staff.
- 7.3 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1). The procedures set out at Appendices 3-4 should be followed.
- 7.4 Following receipt of any information giving cause for concern, the SDP will consider what action to take and will seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented. If appropriate, a referral will be made to the Local Authority Designated Officer.
- 7.5 Confidentiality must be maintained and information relating to individual pupils/families will be shared with staff on a strictly need to know basis.

8.0 WORKING WITH PARENTS & CARERS

- 8.1 The School is committed to working in partnership with parents to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.
- 8.2 When new pupils join the School, parents will be informed that we have a Safeguarding Policy. A copy will be provided to parents on request and it is available to them on eQE. Parents will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.
- 8.4 We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the School has about a child will not prevent the SDP making a referral to Children's Services in those circumstances where it is appropriate to do so.

9.0 CHILD PROTECTION CONFERENCES

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

- 9.1 Children's Services will convene a Child Protection Conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.
- 9.2 Staff members may be asked to attend a Child Protection Conference or core group meetings on behalf of the School in respect of individual children. The person representing the School at these meetings will be the SDP or another member of the safeguarding team chosen by the SDP. In any event, the person attending will need to have as much relevant up to date information about the child as possible.
- 9.3 All reports for the Child Protection Conference will be prepared in advance in accordance with any guidance provided by Barnet Safeguarding Children Board and/or Children's Services. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at School. In order to complete such reports, all relevant information will be sought from staff working with the child in School.
- 9.4 Clearly Child Protection Conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

10.0 RECORDS AND INFORMATION SHARING

- 10.1 If staff are concerned about the welfare or safety of any child at the School they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the SDP without delay.
- 10.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the SDP. Child protection information will only be shared within School on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.
- 10.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All safeguarding files will include: a chronology, contents front cover and will record significant events in the child's life.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

10.4 When a child leaves the School to attend another, the SDP will make contact with the SDP at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner.

10.5 The School will follow the communication and record-keeping procedures set out in Appendix 5.

11.0 SAFER RECRUITMENT

11.1 We will ensure that the Headmaster and at least one member of the Governing Body have completed appropriate 'safer recruitment' training. At all times the Headmaster and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *Keeping children safe in education: Statutory guidance for schools and colleges, 2016*.

11.2 At the School we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake DBS checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

11.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

12.0 SAFER WORKING PRACTICE

12.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

12.2 There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them.

12.3 All staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards all children must be beyond reproach. In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of staff and a child under 18 may be a criminal offence, even if that child is over the age of consent.

12.4 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in School, who they are with and

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

for how long. Doors, ideally, should have a clear glass panel in them and be left open.

12.5 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in *Safer Working Practices for Adults who work with Children and Young People in Education Settings*, DCSF, March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

13.0 MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

13.1 Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at the School. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

13.2 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.

13.3 We will take all possible steps to safeguard our children and to ensure that the adults in the School are safe to work with children. We will always ensure that the relevant Department for Education guidance is adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 020 8359 6056.

13.4 All disclosures of information which relate to suspected wrongdoing at work are considered to be whistleblowing; for further details of how this is managed and for the measures taken to support whistle-blowers, reference should be made to the School's Whistleblowing Policy. If you have a concern about a member of staff or a volunteer in connection with a safeguarding issue, you must follow the procedure set out in Appendix 4.

13.5 If an allegation is made or information is received about an adult who works in (or volunteers at) the School which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the SDP and the Headmaster immediately. Should an allegation be made against the Headmaster, this must be reported to the Chairman of Governors. In the event that the Headmaster or Chairman of Governors is not contactable on that day, the information must be passed to and dealt with by either the Second Master or the Vice Chairman of Governors.

13.6 The Headmaster or Chairman of Governors will seek advice from the LADO within one working day. No member of staff or the Governing Body will undertake further investigations before receiving advice from the LADO.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

13.7 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headmaster or Chairman of Governors should contact the LADO directly on 020 8359 6056.

14.0 RELEVANT POLICIES

14.1 To underpin the values and ethos of the School and our intent to ensure that pupils at the School are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Bullying
- Code of Conduct
- Drugs
- Equal Opportunities
- Health and Safety
- Information and Communication Technology
- Pupils' Attendance
- School Visits
- Special Educational Needs and Disabilities
- Spiritual, Moral, Social and Cultural Development
- Student Discipline
- Whistleblowing

15.0 STATUTORY FRAMEWORK

This Policy has been devised in accordance with the following legislation and guidance:

Legislation

- The Children Act 1989 and 2004
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- Safeguarding Vulnerable Groups Act 2006
- The Counter-Terrorism and Security Act 2015, s.26
- The Female Genital Mutilation Act 2003 s. 5B (as inserted by section 74 of the Serious Crime Act 2015)

Guidance

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

- Keeping children safe in education: Statutory guidance for schools and colleges 2016 (DfE) Ref: 00341-2014
- Keeping children safe in education: Part 1: Information for all school and college staff 2016 (DfE)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE 2015
- Children missing education: Statutory guidance for local authorities, DfE, September 2016
- Dealing with Allegations of Abuse against Teachers and other Staff, DfE, October 2012
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings, DfE, October 2015
- London Safeguarding Children Board: Child Protection Procedures, March 2016
- Channel: Protecting vulnerable people from being drawn into terrorism – A guide for local partnerships October 2012
- Revised Prevent duty guidance: for England and Wales - Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism
- UK Council on Child Internet Safety (UKCCIS) guidance: 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' (2016)

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to the Senior Designated Person (Neil Enright) if they have a safeguarding concern about a child in the School.

Full name of child:	Date of Birth:	Year / Tutor group:
Your name and position in school:		

Nature of concern/disclosure	
<i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</i>	
Was there an injury? Yes / No	Did you see it? Yes / No
Describe the injury:	
Have you filled in a body plan (attached) to show where the injury is and its approximate size?	Yes / No
Was anyone else with you? Who?	
Has this happened before? Did you report the previous incident?	
Who are you passing this information to?	Name: _____ Date: _____ Position: _____ Time: _____
Your signature:	
Date:	

**Queen Elizabeth's School
SAFEGUARDING POLICY
(Incorporating Child Protection)**

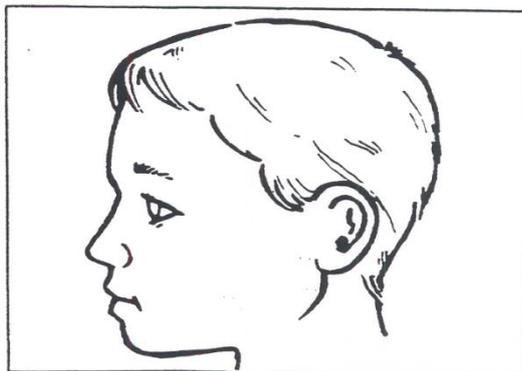
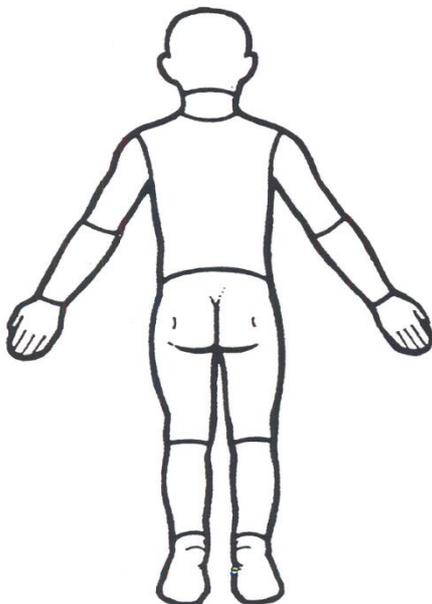
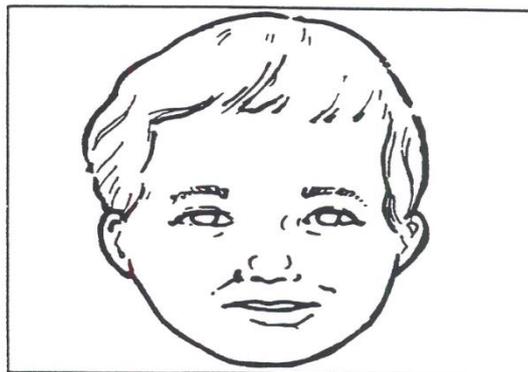
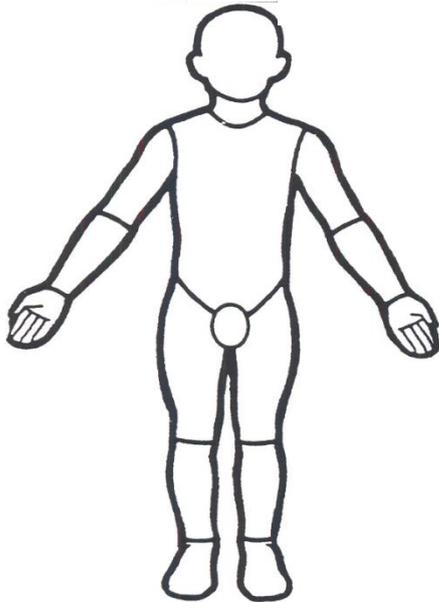
Action taken by SDP:						
Referral made to...?						
Attendance Improvement Officer	Police	School Nurse	Children's services	Integrated Youth Service	Parents	Other
Parents informed? (if No, state reason)		Yes / No				
Feedback given to...?	Pastoral team?	Tutor?	Parent?	Student?	Person who recorded disclosure?	
FULL NAME:						
SDP SIGNATURE:						

Checklist for SDP

- Child clearly identified
- Name, designation and signature of the person completing the record populated?
- Date and time of any incidents or when a concern was observed?
- Date and time of written record?
- Distinguish between fact, opinion and hearsay
- Concern described in sufficient detail, i.e. no further clarification necessary?
- Child's own words used? (Swear words, insults, or intimate vocabulary should be written down verbatim.)
- Record free of jargon?
- Written in a professional manner without stereotyping or discrimination?
- The record includes an attached completed body map (if relevant) to show any visible injuries

**Queen Elizabeth's School
SAFEGUARDING POLICY
(Incorporating Child Protection)**

Body plan:



Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers

We all have a statutory duty to safeguard and promote the welfare of children, and at the School we take this responsibility seriously.

If you have any concerns about a child or young person in the School, you must share this information immediately with the Senior Designated Professional or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained on eQE or from Mrs. Hann in the Medical Room. Please ensure you complete all sections as described.

If you are unable to locate one of the designated professionals, ask the Front Office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headmaster. If an allegation is made about the Headmaster you should pass this information to the Chairman of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer (LADO) on 020 8359 6056.

The people you should talk to in School are:

- Senior Designated Person (SDP): Mr. Neil Enright (Headmaster)
- Deputy Senior Designated Person: Mr. David Ryan (Assistant Head)
- Deputy Senior Designated Person: Dr. Michael Taylor (Assistant Head)
- One of the Year Heads: Mr. Ian Benjafield
Miss Geraldine Booth
Miss Lottie Coleman
Mr. Liam Hargadon
Miss Kimberley Jackson
- Primary First Aider (Medical Room): Mrs. Gisela Hann
- Second Master: Mr. Colin Price
- Named Safeguarding Governor: Mrs. Jane Ferguson*
- Chairman of Governing Body: Mr. Barrie Martin*

*Mrs. Ferguson and Mr. Martin can be reached through Mr. Matthew Rose, Clerk to the Governors. Mr. Rose is based in the Headmaster's Office.

At Queen Elizabeth's School we strive to safeguard and promote the welfare of all of our children.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Appendix 3: Procedure in the event of suspected abuse

If a member of staff has concerns about a possible safeguarding issue, they should:

- immediately report the matter to the SDP or, in his absence, one of the other designated members of staff (see section 2 above);
- promptly make, and keep safe, an accurate written record of any incident(s);
- NOT discuss the matter with any other person (unless the member of staff reporting the concern is the SDP);
- NOT make a promise to a child or to any other person to keep information confidential.

The SDP, in conjunction with the Named Safeguarding Governor if necessary, will then consider whether it is appropriate to make a referral to the Local Authority Designated Officer in all the circumstances. A referral must be made if it is believed that a child is suffering or is at risk of suffering significant harm.

The first priority is the safety of the child about whom a concern has been raised. For this reason, the SDP will consider whether it is necessary to contact parents/guardian and/or other agencies.

In the event of suspected child on child abuse when both children are pupils in the School, staff should follow the above procedures, and in addition:

- Adopt a stance of supportive neutrality towards both individuals. This may be difficult as there will be strong pressure from both sides to validate their version of events.
- Make it clear that, because there is conflicting evidence, you are obliged to keep an open mind as regards the accuracy of any allegations or denials made.

Further guidance on confidentiality and data protection is given in the Child Protection Resource File which is available from Mrs. Hann in the Medical Room.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Appendix 4: Procedure in the event of an allegation against a member of staff

If you consider that a member of staff may have acted improperly towards a child, you should immediately make a disclosure to the SDP or the Headmaster (or, if the allegation is regarding the SDP or the Headmaster, to the Chairman of Governors). You must:

- make a written, signed and dated account of the alleged incident(s) as soon as possible, and countersign and date it; and
- record any information about times, dates, names and locations of potential witnesses.

The SDP or Headmaster will immediately inform the Designated Safeguarding Governor.

They will consider whether it is appropriate to make a referral to the Local Authority Designated Officer in all the circumstances. A referral must be made if it is believed that a child is suffering or is at risk of suffering significant harm.

The Headmaster will also urgently consider the substance of the allegation and take the following actions if appropriate:

- suspend the member of staff pending an investigation if this is the best way to ensure that children are protected;
- initiate internal disciplinary procedures (if abuse is not suspected but the allegation is prompted by inappropriate behaviour on the part of the member of staff); or
- take no action against the member of staff (if the allegation is entirely without foundation).

The SDP, Headmaster and Chairman of Governors will also consider whether, how and when to inform the child's parents or guardians of the allegation.

Queen Elizabeth's School SAFEGUARDING POLICY (Incorporating Child Protection)

Appendix 5: Communication and record-keeping

The School has a statutory duty to record concerns about the health and welfare of its pupils. There are strict legal conditions on the status of such records, including the situations in which these records should be shared with, or passed over to, other agencies.

In the event that an issue relating to safeguarding is alleged, reported or suspected, the SDP must:

- record in writing the nature of any concerns and the origin of them;
- ensure that this information is stored centrally, securely, and separately from other School records;
- ensure any note or report received from any source is retained and stored with other records of the incident;
- ensure that there is restricted access on a need-to-know basis to this centrally held file.

In the event that there are reasonable concerns about a pupil, the SDP will:

- inform the pupil's Year Head (and no other member of staff unless otherwise agreed with the Headmaster);
- ensure that any information necessary to ensure the pupil's safety and effective pastoral care is shared with other members of staff on a need to know basis only;
- make a brief entry on the child's electronic school record that there is safeguarding concern;
- Work with the pupil's Year Head to develop, document and implement a plan for managing and monitoring the situation for as long as safeguarding concerns remain.

Approved by the Governing Body on 3 November 2016

Signed

B.R. Martin, Chairman of the Governing Body