



CHILD PROTECTION POLICY

PROTECTING CHILDREN FROM ABUSE

Our statement on pupil safety and welfare

The Academy School is committed to safeguarding and promoting the welfare of children.

Our child safeguarding policy has two main elements:

- Prevention through the teaching and pastoral support offered to our children.
- Procedures for identifying and reporting cases, or suspected cases, of abuse and for supporting pupils who may have been abused.

We recognise that children have a fundamental right to be protected from harm and that pupils cannot learn effectively unless they feel secure. We therefore aim to provide a school environment which promotes self-confidence, a feeling of self-worth and the knowledge that pupils' concerns will be listened to and acted upon.

We aim to:

- Raise awareness among all staff about the importance of child safeguarding and about their responsibilities for identifying and reporting actual or suspected abuse
- Ensure pupils and parents are aware that The Academy School takes child safeguarding seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- Promote effective liaison with other agencies in order to work together for the safeguarding of all pupils taking account of the latest guidance incorporated into "Working together to safeguard children".
- Support students' development in ways which will foster security, confidence and independence.
- Establish and maintain an ethos where children feel secure and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- Include activities and opportunities for PSHE and citizenship in the curriculum that equip children with the knowledge and skills they need to stay safe from abuse and so that they know who to turn to for help.
- Include material in the curriculum that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Take account of policies in related areas such as discipline and bullying.

Principles and procedures for intervention to protect children

- Our policy has been developed with due regard of Keeping Children Safe in Education 2021 and Working Together to Safeguard Children 2018 and other statutory guidance. In particular, during the COVID 19 pandemic, we will have regard to Coronavirus (COVID 19): safeguarding in schools, colleges and other providers guidance. This will be reflected in this policy and the separate COVID 19

policy and risk assessment. Our arrangements take into account the procedures and practice of the London Borough of Camden as part of the inter-agency safeguarding procedures set up by the three safeguarding partners.

- We will provide a co-ordinated offer of early help when additional needs of children are identified and contribute to inter-agency plans to provide additional support to children subject to child protection plans. We will allow access for children's social care from Camden Social Services or another local authority for that authority to conduct, or to consider whether to conduct, a section 17 or section 47 assessment.
- We are committed to taking action where a child is suffering significant harm or to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk. We commit to following the Threshold Criteria as issued from time to time by the three local safeguarding partners.
- All staff have a responsibility to provide a safe environment in which children can learn and to identify children who may be in need of extra help or who are likely to suffer significant harm. Staff should assess and identify any children that they believe require early help and discuss these concerns with the Designated Person. If the Designated Safeguarding Lead ("DSL"), or Deputy Designated Safeguarding Lead ("DDSL"), are unavailable, any concerns should be reported to another member of the Partnership Board.
- We will contact a welfare agency within 24 hours of a disclosure or suspicion of abuse.
- We operate safe recruitment procedures (including DBS checks and we are in compliance with Independent School Standards)
- The DSL with status and authority to take responsibility for child protection matters is Garth Evans. It is his duty to make a referral to Camden Social Services if there is a risk of immediate serious harm to a child. It is re-iterated though that anyone can make a referral although if they do so they should inform the DSL as soon as possible thereafter.
- Our policy includes arrangements to deal with allegations of abuse against members of staff, volunteers working in school and the Headmaster. Concerns should be taken to the DSL in the first instance, except where allegations are made against the DSL. In these cases concerns should be reported directly to the Chairman of Academy School (Hampstead) LLP (currently Chloe Sandars). Our policy in this regard is set out in more detail in the document "Dealing with allegations of abuse against teachers and other members of staff". Should a teacher have any concerns regarding the implementation of this policy or the safety of children at the Academy School which they do not believe is being addressed adequately they should report their concerns immediately to Camden Social Services.
- The DSL and the DDSL undertake training (updated every year) in child protection and inter-agency working.
- Every new member of staff is given training in child protection. They are made aware of the child protection policy, the staff behaviour policy as incorporated within the Staff Handbook and who is the designated person and deputy designated person and what his role is, and these are explained to them. New staff are given the opportunity to ask questions so that they are able to understand and implement the policy. As a condition of their employment, all staff are required to have read and have agreed to implement the child protection policies of the school.
- All staff must be trained in child protection, and this training must be updated every year.

- Our policy requires that any deficiencies or weaknesses in child protection arrangements are remedied without delay.
- Our policy requires that we report to the Disclosure and Barring Service (DBS) within one month of their leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children or would have been had they not resigned;
- (In the above context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging / refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible.)
- The Partnership Board ensures that an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged. Currently this review is undertaken by a member of the Advisory Board.

The principles identified below, many of which derive from the Children Act 1989, form the basis of our child safeguarding policy and procedures and are followed by all staff.

- All children have a right to be protected from abuse.
- Child abuse occurs in all cultures, all religions and all social classes.
- Staff must be sensitive to the many differing factors which may need to be taken into account depending upon the child's cultural and social background.
- It is important to ensure that the child has the opportunity to express his / her view and that we listen to him / her carefully.
- The prime concern at all stages must be the safety and welfare of the child. Where there is a conflict of interest between the child and parent, the interests of the child must be paramount.
- Children who have been abused need the same care and sensitivity regardless of whether they have been abused by a parent, a carer or a stranger.
- The responsibility to refer children thought to be at risk rests with the individual who identifies the concern, to the designated person in the first instance but to Camden Social Services directly if they feel this is important for the well being of the child. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration.
- The concept of working in partnership with those who hold parental responsibility for a child must provide a framework for procedures.
- All agencies receiving information in the context of a child safeguarding enquiry must treat it as confidential. They must only disclose the information to those who need to know.
- We recognise the need for early help and that staff should be particularly aware of the potential need for early help among the following: children who are disabled and have specific additional needs, children who have special education needs, children who misusing alcohol or drugs, children who are showing signs of being drawn into anti-social or criminal behaviour or are in families showing challenges to the school, or children who are themselves young carers.

Types of Abuse and Neglect

All of our staff are aware of the types of abuse and neglect: -

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

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

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

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

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child

from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Responsibilities of the DSL

The DSL is responsible for: -

- Ensuring that all staff are familiar with school and local authority (London Borough of Camden) guidelines for identifying and reporting abuse, including allegations of abuse against staff.
- Ensuring that the school operates an effective child safeguarding policy and that this is monitored and reviewed regularly. The Chairman should ensure that an evaluation the effectiveness of the school's safeguarding arrangements is undertaken and reported to the Board of Academy School (Hampstead) LLP on an annual basis. The Board will consider how well the children have been looked after, whether the children are safe, feedback from the parents and children regarding the school's safeguarding arrangements, the nature of any child protection issues or concerns during the year and the degree to which the training and recruitment procedures have been followed.
- Ensuring that all staff receive basic training in child safeguarding.
- Co-ordinating action and liaising with other agencies and support services over child safeguarding issues.
- Referring cases on appropriately to relevant agencies
- Assisting ESW (education social work) departments and social services departments in enquiring into allegations of child abuse. This will include ensuring that the Academy School is represented at child safeguarding case conferences and that information about the child is provided as required.
- Following as appropriate recommendations made by the three safeguarding partners and the London Child Protection Procedures.
- Awareness of the "Every child matters" document and the "What to do if you're worried a child is being abused" documents.
- Supporting and advising staff on child safeguarding issues generally.
- Ensuring that their training is up to date.
- Monitoring the attendance and development of children on the child protection registers.
- Disseminating relevant information between agencies to the appropriate staff.
- Completing child safeguarding records and sending them to new schools (where relevant).
- Keeping accurate and secure child safeguarding records in chronological order.
- Ensuring that recruitment involves all checks required by statutory regulations.
- Ensuring parents are fully aware of the school policies and procedures and keeping them informed and involved.
- Being the Designated teacher for looked after and previously looked after children.

Responsibilities of the Academy School staff

All of our staff have a responsibility to identify and report suspected abuse and to ensure the safety and well-being of the pupils in their school. In doing so, they should

seek advice and support as necessary from the designated person and other senior staff members.

We expect staff to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Everyone should treat children with respect within a framework of agreed and understood behaviour.

We expect all our staff to:

- Be able to identify signs and symptoms of abuse. Staff should refer to the Appendix for a full definition of significant harm and the specific indicators that may suggest a pupil may be at risk of suffering significant harm.
- Report concerns to the designated person or other senior staff members as appropriate.
- Follow the relevant guidelines from the educational social work (ESW) department and, if necessary, the London Child Protection procedures.
- Know to whom and how to report allegations against other school staff. Any concern regarding a member of staff or volunteer should be referred immediately to the Headmaster.
- Monitor and report as required on the welfare, attendance and progress of any pupils on a child safeguarding register.
- Keep clear, dated, factual and confidential records of child safeguarding concerns.
- Report to the designated Person if it comes to their knowledge that a child is being privately fostered.

Staff know that if a pupil makes an allegation against the designated person with responsibility for child safeguarding, the member of staff receiving the allegation must immediately inform the Chairman of Academy School (Hampstead) LLP, currently Chloe Sandars.

Dealing with disclosures

Staff are aware that disclosures may not only concern other adults, within or outside the school, but may also be made against other pupils, or against children outside the school. They are given the following training:

- **Stay calm and sympathetic.** *Listen* to what you are told without displaying shock or disbelief. Be observant and attentive without being judgmental. Do not probe or put words into the child's mouth – accept what is said. If you can, take notes, and invite the child to help you to be as accurate as possible.
- **Reassure** the child that it was right to tell, that you are sympathetic, that they are not alone, that you are glad they spoke up. Do not make promises that you may not be able to keep such as “everything will be alright” or “I won't tell anyone”. Do not promise confidentiality to adults or children. (You have a duty to refer.)
- **Respond** calmly and openly. Do not ask leading questions (such as “What did s/he do then?”) or interrogate. Ask open questions that will encourage a secure and sympathetic environment for the child, such as “Anything else to tell me?” “Yes?” “And?”
- **Do not criticise** the perpetrator or be judgmental.
- **Do not ask** the child to repeat it all for another member of staff.

- **Take notes** and check them with the child.
- **Explain** what you have to do next and who you have to talk to (the designated person.) Keep in contact with the pupil and, if a social services interview is to follow, see that the child has a “support person” present if they wish. (This may be you.)

Definitions and possible signs

The definition of “child abuse” is wide in order to cover all forms of cruelty that children may endure in their lives. The definitions of abuse are attached.

If staff have any concerns about a child or feel that they need more information, they are advised always to discuss the matter with the designated person or Chloe Sandars, without delay.

Referral

A decision on whether or not to refer a pupil to MASH should be made by the designated person following a discussion with the member of staff who has raised concerns. It is also important that the child’s wishes and feelings are taken into account when determining what action to take and what services to provide. Referrals should be in writing using an e-CAF completed either by the teacher raising concerns or by the designated teacher. Urgent child protection referrals will be accepted by telephone but must be confirmed in writing via e-CAF referral within 48 hours. However it is noted again that anyone can make a referral.

Parental consent will be sought prior to the referral being made unless to seek such consent would place the child at risk of further harm. If parents do not consent, but the child is at risk of significant harm, the referral will still be made. If the child has an allocated FSSW social worker, the referral will be made directly to them. If the child is not already known to FSSW, referrals should be made to the relevant duty and assessment team depending on the child’s home address. If the child is not already known to FSSW, referrals should be made to the MASH team. If the child lives outside Camden, a referral will be made to their home local authority.

The school recognises its duty to provide information and cooperation to the three safeguarding partners as a relevant agency (if so appointed) and to abide by locally agreed policies and procedures.

Looked after children and Monitoring

We will appoint an appropriate teacher to promote the educational achievement of children who are looked after.

All information regarding a child on a child protection plan will be recorded on the child protection monitoring form prior to each conference and core meeting. The completed monitoring form will be kept on the pupil’s separate child protection file and copies will be made available to all conferences and core group meetings. The designated person will notify FSSW if the child is removed from the school roll, excluded for any period of time or goes missing.

Records

Child protection records are highly confidential and are kept in a designated welfare file separate to the pupil's education records. These records will be securely held within the school. The designated person will ensure that all welfare records have a basic information sheet and this is kept up to date. All information will be recorded on the safeguarding monitoring form and all records will be signed and dated. Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records will include a note of what action has been taken.

The monitoring/incident form must be completed:

- Whenever concerns arise or there is a serious incident or
- Where a child is being monitored, prior to a case conference or core group meeting

Where a child who is subject to a child protection plan transfers to another school, the designated person is responsible for ensuring that copies of all relevant records are passed to the designated person at the new school. Child protection records will be disposed of as confidential waste when a child leaves the school.

Confidentiality and Information Sharing

All information obtained by the school about a pupil and their family is confidential and can only be shared with other professionals and agencies with the family's consent. Parental consent to making a child protection referral will be sought, but if it is withheld, the referral will still be made and parents made aware of this. Before we take this step, the school will consider the proportionality against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child? Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However the school will discuss this with MASH social worker on a "no names" basis to gain advice on whether this course of action should be taken.

Consent to share information must be obtained from their parents or carers. Where a child is at risk of suffering significant harm, the school has a legal duty to share this information with FSSW and make appropriate referrals. Equally where a child is subject to a child protection investigation, the school will share any information about the child requested.

Only relevant information will be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.

Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated person or seek advice from MASH social worker.

Appointing staff

We make all appointments (both to teaching and administrative and support posts) in accordance with statutory regulations. Our recruitment procedures are set out in “Recruitment Policy”. In particular, we will apply the following safeguards:

- We will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles, in accordance with statutory regulations and best practice. No staff member or volunteer will be allowed to take up posts until all checks and enquires for that position have been satisfactorily completed.
- We will take up all references before committing to the appointment of any member of staff, whether teaching or non-teaching staff, and preferably prior to any interview.
- All applicants will be interviewed by the Headmaster who is also the designated person and has received safe recruitment training.
- Although the Headmaster will have day to day responsibility for the recruitment of staff, the Board of the Partnership will ensure that it maintains an overview of recruitment systems in order to scrutinise practice and ensure all statutory checks are carried out.
- We will always ask for a reference from the last employer and check the candidate’s academic and vocational qualifications and, where the candidate has been living abroad, make enquiries in the country where the candidate has been living, as appropriate.
- At interview, we will ask candidates to confirm their identity and to account for any gaps in their career or employment history. We will verify the candidate’s identity and immigration status from their passport.
- We make enhanced DBS checks with barred list information for all appointments for members of staff who will be employed in regulated activities.
- A single central register of all staff, volunteers and proprietors that includes details of checks carried out and the outcome of these checks will be maintained.

The above procedures apply to all staff, including temporary staff, self-employed music and sports coaches, and also to parents who volunteer to work in school on a regular basis and have unsupervised access to children.

All reports of any allegation made by one teacher to another or made by other children to a teacher must be taken up with the designated person at once.

Any member of staff who is seriously concerned about the physical or emotional well being of a pupil should report this to the designated person. Staff have a duty to report such concerns. They must not be bound by promises of confidentiality and should be wary of making any such promises.

The designated person, after discussion with relevant staff, will be responsible for taking appropriate action.

In the event of a new Partner being appointed to Academy School (hampstead) LLP we will undertake all of the required checks as set out in KCSIE and under DFE

regulations including with The Teacher Regulation Agency to ensure that the individual is not prohibited from being a proprietor of an independent school.

In addition if we have any concerns about an existing member of staff's suitability to work with children, we will carry out the relevant checks as if the person were a new member of staff. The school will deal with allegations against our staff in accordance with our complaints and/or staff disciplinary procedures and in line with the DFE guidelines *Dealing with Allegations of Abuse against Teachers and other staff* (November 2011).

Volunteers

All volunteers are required to undergo a recruitment process, such as references, DBS and other checks and interviews that is appropriate and proportional to the duties assigned to them. Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children should be subject to an enhanced DBS check, including barred list information. New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check but this may not include a barred list check. For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the headmaster will decide whether an enhanced DBS check should be carried out depending on:

- The nature of the role
- What information is already known about the volunteer
- What references from work or volunteering activity the volunteer has provided regarding suitability
- Whether the role is eligible for an enhanced DBS check

We will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience. Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of pupils. All volunteers will be fully inducted in relation to all school policies and procedures.

Induction and training

The Headmaster will ensure that all staff are fully inducted, are made aware of the school's safeguarding and child protection policy and procedures and that staff are fully aware of their role in implementing these. The Headmaster will keep a central record of all statutory and other training undertaken by staff members and volunteers.

Inter-agency working

The school recognises its duty under the Children Act 2004 to work in partnership with other professionals and agencies within the children's workforce in order to deliver integrated services that focus on prevention.

To achieve this, the school will lawfully share information with the three safeguarding partners and other agencies in order to ensure pupils receive appropriate services, and will use the e-CAF to assess those children with extra needs and make appropriate referrals to agencies on behalf of the pupil.

The designated person will liaise with relevant local authority social services to ensure that all relevant information held by the school is provided to these agencies during the course of any child protection investigation. The school recognises the central role they play in safeguarding pupils and will ensure that a relevant representative attends all multi-agency meetings such as case conferences and core group meetings.

The school will liaise with Camden's lead officers for safeguarding and the three safeguarding partners wherever there are concerns or issues relating to safeguarding practice or the safeguarding of individual pupils.

Staff training and support

Child safeguarding training for teachers and for all other school staff who have contact with children is important and we provide it at least annually. This training will be to at least level B which should enable them to: -

- Develop knowledge, skills and the ability to work together on the processes for safeguarding and promoting the welfare children, including those suffering or or likely to suffer significant harm;
- Describe inter-agency roles and responsibilities
- Understand what will happen once they have informed someone about their concerns
- Make a full contribution to the process of child protection and make an understanding of the purpose of inter-agency activities and the decisions required at each stage of the child protection process
- Demonstrate skills in effective collaboration between agencies to achieve intended outcomes

The designated person will receive specific training on the role of the designated person and relevant multi-agency training courses provided by LSCB.

All our staff are required to have basic training in child safeguarding. The headmaster will ensure that all staff are fully inducted, are made aware of the school's safeguarding policy and procedures and that staff are fully aware of their role in implementing these. All staff receive support in respect of child safeguarding work and we advise them to contact the designated person for advice. The headmaster will keep a central record of all statutory and other training undertaken by staff, volunteers and proprietors.

We brief staff involved in recruitment on the appropriate child safeguarding procedures to adopt as part of the recruitment process.

Conduct and safe teaching practices

We expect our staff and volunteers to set a good example through their own conduct and behaviour and we aim to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and maintain appropriate boundaries. We make staff and volunteers aware of current guidance on safe teaching practice contained in the DFE “Guidance for safer working practice for adults working with children and young people.”

Distance Learning

Should the school be required or need to move to the provision of education through distance learning, the safeguarding arrangements will remain in full force and effect. We expect our staff to adopt the following safe practices when implementing distance learning: -

- To undertake lessons over Zoom or other form of electronic medium as directed by the Headmaster;
- To only use school email, Zoom and authorised social media accounts;
- To contact any child only through the school provided email address. To contact parents only via the staff member’s school email account. Teachers should not share any personal information with children or parents.;
- To dress appropriately and always use appropriate language and adopt the same practices as if the lesson was being held in the school premises;
- To report immediately any behaviour by a pupil that is in contravention of any of the school policies;
- To inform the Safeguarding Lead immediately of any safeguarding concerns in accordance with this policy.

The school undertakes to support parents in making sure their children are safe online. It will encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious software. We will also help parents to structure their child’s day well through the provision of a timetable for Zoom lessons.

Teachers should be careful to comply with data protection rules when teaching online including:

- Taking care not to share contact details when emailing multiple people;
- Being careful when sharing usernames and other personal data for access to online resources
- Providing access to school data systems safely.

Physical Intervention and restraint

We will use physical intervention and restraint only in line with Camden’s “Guidance for the management of an allegation against a member of staff” and “Physical Intervention policy for Schools and Centres”.

Physical intervention and restraint on pupils should only be used as a last resort, normally when de-escalation strategies have failed, and when there is a clear risk of serious harm to the pupil or others or serious damage to property.

Decisions on when to use physical intervention is a matter of professional judgement, and any intervention or restraint should be proportionate, reasonable and necessary to the perceived risk and should continue only for as long as the risk remains. Should such an intervention be required the school should record the details, including any injury, and contact the parent/carer on the same day to explain the circumstances involved.

Allegations against staff

In the event that an allegation is made against a member of staff or volunteer, we will follow Camden's Guidance for the management of an allegation against a member of staff as set out in our policy "Dealing with allegations against teachers and members of staff".

In addition, where if there are serious concerns about a member of staff following an incident or investigation into an allegation, the headmaster will discuss the matter with the Local Authority Designated Officer, who may decide to refer the individual to the DBS as unsuitable to work with children. Where the school has ceased to use a person's services, for example dismissed them from work in a role involving regular contact with children, because:

- they are considered unsuitable to work with children, or
- as a result of misconduct, or
- because of a medical condition that raises a possibility of risk to the safety or welfare of children.

the school will report the member of staff to the DBS. The school will also provide information where a member of staff has resigned or retired during an investigation relating to safeguarding or children. Our detailed policies and procedures are set out in "Managing Allegations against Teachers and other members of Staff and fully takes account of the latest DFE guidance.

Allegations against other pupils

Occasionally, allegations may be made against pupils by others in the school, which are of a safeguarding nature. We ensure that such peer on peer abuse is minimised through constant monitoring of the pupils by staff members, both in class and in break times, appropriate punishments, education of the children and training of staff members.

Any allegation of abuse will be reported to the designated person and appropriate action will be taken in accordance with our policies as set out in "Managing allegations of abuse against other pupils". We strongly support the contention that abuse is abuse and will not be tolerated. We acknowledge that abuse is more likely to be inflicted on girls but that any abuse is unacceptable. Safeguarding issues raised in this way may include

- Sexual violence and sexual harassment;
- Physical abuse
- Sexting
- Initiation/hazing type violence and rituals.

We also recognise that Upskirting is a criminal offence and if any staff or pupil believe this has occurred they should report it immediately to DSL who will report it to the police as appropriate or directly to the police informing the DSL as well.

Allegations of abuse against another pupil are dealt with in accordance with our policies as set out in “Managing allegations of abuse against other pupils”.

Whistleblowing

We recognise that there may be circumstances where staff, volunteers, pupils or parents feel unable to raise concerns or incidents of malpractice within the school environment as there is reasonable doubt that these will be dealt with adequately. All staff and volunteers have a legal duty to raise concerns where they feel individuals or schools are failing to safeguard and promote the welfare of children.

Where it is not possible to raise concerns within the school, staff, volunteers, pupils and parents may report concerns to the following: -

- Camden’s lead officers for child protection or safeguarding where there are issues regarding the welfare of a pupil
- Camden Council’s confidential and independent help-line for protected disclosure on 0800 734199 or OFSTED whistle-blowing line 0300 1233155 where there are issues regarding the school’s overall procedures around safeguarding

Health and Safety and risk assessments

The partnership board and Headmaster will ensure that there is robust health and safety in place in order to meet statutory responsibility for the safety of pupils and staff within the school environment.

Any health and safety policy adopted by the school will be based on government guidance and will seek to balance risk avoidance against providing pupils with opportunities to take part in activities that help them learn to manage risks themselves.

We carry out risk assessments as follows: -

- On an annual basis for the school environment as a whole and for safeguarding issues
- For all school trips
- When a pupil has been excluded for risky or violent behaviour is returning to the school

- Whenever there are any changes to the school environment or school practices
- Following any serious incident
- For any child whose behaviour could pose a risk to themselves or others.

Site security and visitors

The headmaster is responsible for the security of the school premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage. He will decide whether or not contractors should be subject to DBS checks before being allowed access to the building, depending on the level of access they are likely to have to pupils.

All visitors and contractors will be: -

- Informed to report to reception on arrival
- Expected to provide proof of identity
- Suitably supervised by school staff at all times
- Made aware of school health and safety procedures

The Headmaster will ensure that any contract entered into with the contractors sets out clearly the expectations for worker's behaviour and the responsibility of contractors and ensure compliance with school policies. Contracted workers will not be allowed to approach or speak to pupils under any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.

Visiting organisations such as theatre groups who will be performing for or working directly with pupils will be expected to have adequate child protection procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding pupils. All visitors will be assessed to ensure that they do not pose a threat to the safety of our children.

Visiting Speakers

We ensure that our visiting speakers provide a range of views and opinions on the various subjects they address during the year. In combination they will provide careers advice that is impartial, and enables our children to make informed choices about a broad range of career options and helps them to fulfil their potential. We will consider carefully which visitors to ask to present at the school to ensure that they are reputable and of a high quality. No speaker will be invited who is likely to present partisan political views or to attempt to radicalise any of our children. We will discuss with each visiting speaker before they arrive what will be included within their presentation to ensure they do not put forward partisan political views or unsuitable views or ideas that are contrary to our ethos or the law.

Child safeguarding in relation to other school policies

Please read this child safeguarding policy in conjunction with our policies on equal opportunities, behaviour and discipline and the prevention of bullying, among others.

The school is also aware of the guidance in relation to the risks associated with serious violence (including involvement in criminal networks or gangs) and the measures in place to manage them. Staff are directed to the Home Office's "Preventing youth violence and gang involvement" and "Criminal exploitation of children and vulnerable adults: County Lines".

Curriculum

The following objectives, pursued throughout the school's curriculum and ethos, are important in the safeguarding of children:

- Developing pupil self-esteem.
- Developing communication skills.
- Informing children about all aspects of risk.
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults.
- Developing non-abusive behaviour between pupils.

Children with special educational needs

Children with special educational needs may be especially vulnerable to abuse. We expect staff to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils.

Pupils with special educational needs should feel confident and able to discuss their concerns. The designated teacher will work with the appropriate teachers to identify any pupils with particular communication needs.

Confidentiality

Child safeguarding raises issues of confidentiality, which should be clearly understood by all staff. Staff should not promise absolute confidentiality to a child whose own safety and welfare may be at risk. Staff have a duty to refer. All staff should follow the guidance on confidentiality in the DFE booklet "What to do if you are worried a child is being abused" and discuss any queries with the Designated Safeguarding Lead.

Social Media and Information Technology

We are aware of the dangers posed by social media and information technology to our pupils. We recognise the three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **Contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Our policy and procedures are set out in our Information Technology Policy. It is a duty of all members of staff to raise any concerns they may have regarding social media and information technology with the Designated Person or, in his absence, the Deputy Designated Person. We have established filtering systems on our wifi to ensure that inappropriate sites are not accessed. Pupils are only allowed to access the internet in supervised lessons where the computer they are using is recorded or under the direct supervision of a member of staff, again where the computer they are using is recorded. We provide advice and training for all pupils on the dangers of the internet and ways they can remain safe when online. This advice follows the Government guidance “Teaching Online Safety in Schools” 2019.

Attendance Policy

The school maintains a separate attendance policy of which all staff are aware. This sets out the procedures that need to be followed if a pupil fails to arrive at school. Staff are also aware of the procedures to be followed if a child is missing from education as set out in LCSF’s guidance “Safeguarding Children who go Missing from School’s and Children’s Centres” and “Children Missing Education”. Any knowledge of unauthorised absence should be reported to the Headmaster or Bee Evans in the first instance. They will then follow the policies set out above. In any event if we believe there is any possibility that a child who is, or has been at our school, is missing from education we will report this to the relevant authorities, initially Camden social services.

Prevention of Extremism and radicalisation

The school recognises its safeguarding duty includes the duty to promote British values in order to counter the extremist narrative and prevent young people from being radicalised and drawn into terrorism.

Under the Counter-Terrorism and Security Act 2015, the school has a duty to refer any child on to Camden’s Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

The school is committed to being a safe space for our children to explore new ideas and perspectives, and develop their critical thinking skills. Where the Headmaster or a teacher has concerns that a child might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge ideologies, we will discuss these concerns internally and we will consider whether to call in external advice and guidance.

The Headmaster as Designated Person will decide whether to make a referral. He may speak to and get advice from the local police, the Police Prevent Engagement Office (Gareth Tuck, gareth.tuck@met.pnn.police.uk or call 07818587396) and Camden’s Prevent co-ordinator (Manisha Bhikha manisha.bhikha@camden.gov.uk or call 020 7974 1475).

To make a referral to the Channel Panel, the school will first refer the child to the Mash team using e-CAF in the same way as for other safeguarding referrals. Where possible, the school will gather the relevant evidence, for example correspondence with parents, internet history and visited websites, notes from meetings to discuss concerns and behaviour and known associates.

When making a referral, if the referral is considered appropriate for Channel support, the school will attend the multi-agency panel meeting to provide information on the concerns that have been noted, and contribute perspectives on the most appropriate support that should be offered to the pupil and/or family.

Female Genital Mutilation

We are aware of the dangers of Female Genital Mutilation (“FGM”) and we have put in place policies and procedure to ensure, as far as we are able, that any such activity is detected and reported. Members of staff have an obligation to report any concerns regarding FGM to the Designated Person who will take appropriate action, using existing national and local protocols for multi-agency intervention. We have trained our staff to understand the nature of the danger, the children who are likely to be vulnerable to such a crime and the symptoms of children who have undergone FGM. **Any member of staff has a duty to report to the police where they discover that FGM appears to have been carried out on a girl under 18.**

Record keeping and reports

Full and careful records should be kept of any child safeguarding concerns, including (and perhaps particularly) any contemporaneous notes. These records should separate fact, allegation, hearsay and opinion and clearly indicate decisions made and actions taken.

Monitoring pupils on the child safeguarding register

The designated person has a duty to monitor closely the welfare, progress and attendance of any pupils on the child safeguarding register and will provide information as required by the social services department and the ESW.

Monitoring and evaluating effectiveness of our policy

To monitor the safety of the premises and the school environment, as well as the implementation of policies, the Headmaster will ensure that:

- The school keeps a central record of all accidents and incidents including what action was taken and by whom
- Staff are made aware of their responsibility to record accidents and incidents
- The Headmaster has an overview of all accidents and incidents
- Racist incidents are recorded and dealt with in accordance with DFE guidance
- The child protection policy and implementation is reviewed by the Partnership Board on an annual basis

- All other school policies are regularly monitored and annually reviewed by the Headmaster or other partner
- The Headmaster ensures a high standard of recording of all concerns held about children

Local Contacts

- The Camden Safeguarding Children Board is involved in developing policies and procedures for, and co-ordinating local work on, the safeguarding and promotion of the welfare of children in the borough. They can be contacted 020 7974 6639, or see their website at www.cscb.org.uk
- The Camden Council Social Care Services call centre is available on 020 7974 6666, or on 020 7794 4444 out of hours.
- Alternatively, contact the Camden Information and Access Service (020 7974 4000) for advice.

Further Reading

- *Keeping children safe in education 2019*
- *What to do if you're worried a child is being abused* (DCSF, 2015)
- *Working Together to Safeguard Children 2018*
- *Every child matters* (Green Paper, DCSF, 2003)
- *London Child Protection Procedures 2018*. These can be found at <http://www.londoncp.co.uk/>.

This revised edition of the London Child Protection Procedures sets out the procedures which all London agencies, groups and individuals must follow in identifying, raising and responding to welfare concerns when coming into contact with or receiving information about children 0 to 17 years, including unborn children and adolescents up to their 18th birthday. This edition of the London Child Protection Procedures incorporates the Government guidance *Working Together to Safeguard Children 2018* and *Keeping children safe in education 2019*

Reviewed and updated by Andrew Sandars

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