

Safeguarding Procedures

CHILD ABUSE ALLEGATIONS

(i) Against staff (and volunteers)

Any allegation against a member of staff or a volunteer will be taken seriously. There are no thresholds of seriousness or credibility of any allegation.

All such allegations must be referred **immediately** to the Designated Safeguarding Lead. The DSL will follow the procedures set out in “Keeping Children Safe in Education” (September 2018). This will involve immediate contact with the Local Authority Designated Officer (LADO – contact details below) to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. The DSL will also inform the Headmaster immediately and discussions may also involve the Head of the Junior School, legal advisors and Governors. All discussions should be recorded in writing and communication (or not) with both the individual and the parents of the child / children will be agreed in consultation with LADO and any external agencies.

Local Authority Designated Officer for Lewisham:

Finola Owens
1st Floor Laurence House
1 Catford Road
SE6 4RU
T: 020 8314 3114
M: 07880788213

E: lewishamlado@lewisham.gov.uk

If, after discussion between the Headmaster, the DSL and the LADO, it is considered that the Headmaster should handle the matter, then he will undertake the appropriate action promptly, and normally within 24 hours. Any decision about suspension will be taken after careful consideration with due weight given to the views of the LADO.

The Headmaster and DSL will make every effort to maintain confidentiality and guard against unwanted publicity. The restrictions apply up to the point where the accused person is charged with an offence, or the DfE (Department for Education) and/or the TRA (Teaching Regulation Agency) publish information about an investigation or decision in a disciplinary case.

The Headmaster will ensure that the Foundation reports to the DBS (Disclosure and Barring Service) any person (whether employed, contracted, a volunteer or pupil)

whose services are no longer used for regulated activity and who have caused harm or posed a risk of harm to a child.

In this 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. Failure to make a report constitutes an offence. 'Compromise agreements' cannot be used to prevent a referral being made to the DBS when it is legally required nor can an individual's refusal to cooperate with an investigation. The Foundation will respond to requests from the DBS for information they hold.

The Headmaster will also consider making a referral to the TRA where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence". Further guidance to making this decision is published on the TRA website.

If there has been a substantiated allegation against a member of staff, the school should work with the LADO to determine whether there are any improvements to be made to the Foundation's procedures or practice to help prevent similar events in the future.

Parents or guardians of the child concerned must be made fully aware of the allegations. If delay arises in consulting with the LADO, then the DSL or a named deputy should maintain daily contact with the parents. However, the identity of the member of staff involved should not be given until specific legal advice has been obtained.

If the conclusion is that the allegation is completely unfounded, the decision to take the matter no further should be recorded, and the information placed in a confidential file.

When all actions undertaken as a result of the allegation have been completed, then any matters arising from that action will also be overseen by the DSL. The DSL will brief the Headmaster regularly on progress until all matters arising have been concluded.

In the event of enquiries being made by other parents, they should be told only that an allegation of misconduct has been made against a member of staff, and that it is being investigated. No further information should be given without first seeking legal advice.

(ii) Against the Head Teacher or any member of the Safeguarding Team

An allegation against the Headmaster must be referred **immediately** to the Chairman of Governors, Mr Paul Durgan, or in his absence, the Deputy Chairman of Governors, Mr Ian Davenport, who will take independent action, referring also to (i) above.

Where an allegation is against the head, the head must not be informed of the allegation prior to contact with the Chairman of Governors and LADO.

(iii) Abuse by other pupils (peer-on-peer abuse)

- Decisions should be made on a case-by-case basis

The College's response to reports of peer-on-peer sexual violence and sexual harassment will be decided on a case-by-case basis with the designated safeguarding lead (DSL) taking a lead role, supported by other agencies as required.

- All reports of peer-on-peer abuse will be responded to immediately

All staff are trained to manage a report/disclosure of peer-on-peer abuse. When such a report is made, the procedures outlined in the related document *Reporting and Disclosure Procedures* must be followed. Staff are to ensure that where images or videos of a sexual nature are involved, they follow the procedures outlined in the related document *Sexting and Youth-Produced Sexual Imagery*.

- The DSL will consider the need for risk and needs assessments following all reports of peer-on-peer abuse.

Where there has been a report of sexual violence, the DSL (or member of the safeguarding team) will make an immediate risk and needs assessment considering:

- The victim, especially their protection and support
- The alleged perpetrator
- All other children at the College, especially any actions that are appropriate to protect them.

Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis.

The DSL will engage with children's social care and specialist services as required. Where there has been a report of sexual violence, it's likely that professional risk assessments by social workers or sexual violence specialists will be required. The DSL will use these risk assessments to inform the College's approach to responding to the report, and will inform our own risk assessments.

Guidance on risk assessments is found in paragraphs 246-250 of *Keeping Children Safe in Education 2018*.

- Managing reports of peer-on-peer abuse

The DSL is likely to be the most appropriate person to advise on the College's response to a report of peer-on-peer abuse. How the DSL manages the report, including when to inform the alleged perpetrator, will depend on a number of important considerations, which are outlined in paragraph 251 of *Keeping Children Safe in Education 2018*. Where a report is going to be made to children's social care and/or the police, as a general rule the DSL should speak to the relevant agency to discuss next steps and how the alleged perpetrator will be informed.

There are 4 likely scenarios that the DSL should consider when managing reports:

1. Some reports should be managed internally, where early help or statutory interventions are not required.
2. Some reports should be managed through providing early help (as outlined in chapter 1 of *Working Together to Safeguard Children*), where statutory interventions are not required.
3. Some reports should be referred to children's social care, where a child has been harmed, is at risk of harm, or is in immediate danger.
4. Some reports should be referred to the police (usually in parallel with a referral to children's social care), where a report of rape, assault by penetration or sexual assault is made.

Where scenarios involve working with children's social care, the College should not wait for the outcome of an investigation before protecting the victim and other children. The DSL should work closely with children's social care to ensure the College's actions do not jeopardise a statutory investigation, however, immediate consideration must be given to safeguarding the victim, alleged perpetrator and all other children.

Further advice on managing reports is found in paragraphs 251-254 of *Keeping Children Safe in Education 2018*.

- Ongoing response

The victim:

The nature of how the College supports the victim will depend on:

- The age and developmental stage of the victim, the nature of the allegations and the potential risk of further abuse
- The needs and wishes of the victim

Often, victims may not disclose the whole picture of abuse immediately, so dialogue should be kept open and encouraged. Further guidance on supporting victims is found in paragraphs 255-261 of *Keeping Children Safe in Education 2018*.

The alleged perpetrator:

It can be difficult to balance the need to safeguard the victim (and other children) with providing the alleged perpetrator with an education and safeguarding and implementing disciplinary sanctions.

The DSL should consider support (and sanctions) on a case-by-case basis, considering:

- The age and developmental stage of the alleged perpetrator

- The nature of the allegations and risk of harm to other children
- Any unmet needs that the alleged perpetrator may have.

Further guidance on supporting the alleged perpetrator is found in paragraph 262 of *Keeping Children Safe in Education 2018*.

CHILD ABUSE ALLEGATIONS CONCERNING OTHER ADULTS INCLUDING FAMILY MEMBERS

Any allegation against other adults including family members will be taken seriously. There are no thresholds of seriousness or credibility of any allegation.

All such allegations must be referred to the Designated Safeguarding Lead. The DSL will follow the procedures set out in *Keeping Children Safe in Education 2018*. This will involve immediate contact with the appropriate Local Safeguarding Children Board to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Where the allegation is NOT against a parent, it is likely that the DSL will inform the parents of the allegation and of the contact with the LSCB. If the allegation is against a parent or close family member, the DSL will seek advice from the LSCB before informing parents.

IDENTIFYING ABUSE AND RECOGNISING PARTICULARLY VULNERABLE CHILDREN

Up-to-date definitions of abuse and further information on noticing signs of abuse and neglect can be found in related document *Signs and Types of Child Abuse and Neglect*. The Foundation recognises that looked-after children and children with SEND are particularly vulnerable, and work together with the College SEND Team and the Local Area Authority to identify signs of abuse or neglect and provide appropriate support for such children.

GANGS

A child who is affected by gang activity or serious youth violence may have suffered, or is likely to suffer, significant harm through physical, sexual and emotional abuse. Children at additional risk of becoming involved in gang activity are those who have learning difficulties or disabilities, mental health problems and substance misuse problems as well as those at risk of family breakdown and trauma.

If a child is suspected or discovered to be involved in any sort of gang activity, the DSL should be alerted, and the appropriate Safeguarding Children Board for the particular child will be informed.

DEALING WITH CHILDREN WHO GO MISSING

St. Dunstan's College is a relatively open site and thus it would be easy for a pupil to disregard school rules and leave the site without permission. If a pupil's non-presence in a lesson or activity suggests that this has taken place, staff should:

- Inform the DSL and College Office.

- Checks will be undertaken to try and ascertain whether the pupil is on site. Locations to be considered include: Medical room, Music rooms, LRC, Toilets, Sports Fields.
- If pupils still cannot be located, DSL will agree action to be taken with Headmaster / Head of Key Stage.

HONOUR BASED VIOLENCE

Honour based violence is the internationally recognised term describing cultural justifications for violence and abuse. It justifies the use of certain types of violence and abuse against women, men and children. The Association of Chief Police Officers (ACPO) defines honour based violence as ‘A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community’. This may include Female Genital Mutilation and/or Forced Marriage.

Honour based violence is a domestic abuse issue, a child abuse concern and a crime. If any child is suspected to have been victim of, or at risk of harm from honour based violence, the DSL must be notified immediately, and this information will be passed on to the appropriate Safeguarding Children Board for the child in question.

FEMALE GENITAL MUTILATION

Female genital mutilation (FGM), or female circumcision, is an unacceptable practice where a girl’s genitalia are removed or cut for cultural and religious reasons. The suspicion / disclosure of potential FGM should be reported to the DSL (or to the LSCB)

- Female genital mutilation is child abuse.
- Female genital mutilation, or female circumcision, is illegal in Britain and can carry a sentence of up to 14 years.
- Some girls die after being circumcised.
- Many girls suffer health problems for the rest of their lives after the operation.
- Call the 24 hour NSPCC FGM helpline 0800 028 3550 If you are worried a child is at risk of, or is a victim of, FGM.

For more details see:

www.lewisham.gov.uk/myservices/socialcare/children/Pages/Female-genital-mutilation.aspx

FORCED MARRIAGE

A forced marriage is a marriage in which one or both spouses do not consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

There is a clear distinction between an arranged marriage and a forced marriage. An arranged marriage is entered into freely by both parties, although their families take a leading role in the choice of the partner. Forced marriage is a form of abuse and

should be treated as such. Any child at risk of being entered into a forced marriage should be reported to the DSL, and this information will be passed along to the appropriate Safeguarding Children Board for that particular child.

CHILD SEXUAL EXPLOITATION (CSE)

The NSPCC website (see below) defines Child sexual exploitation (CSE) as a type of sexual abuse in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

For more details see:

www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/

The suspicion / disclosure of potential CSE should be reported to the DSL (or to the LSCB)

CARE LISTS AND COUNSELLING SERVICES

There is a difference between safeguarding children who have suffered or are like to suffer significant harm and those who may, for whatever reason, be in need of additional support (listening services and early help). The former are reported to Children's Social Care immediately whereas the latter are can be helped in a variety of ways.

The pastoral teams in the Junior School and the Senior School provide pastoral support for pupils and additional, confidential support is provided by the College's counselling service and Chaplaincy. In some cases further interventions may be necessary and these can lead to inter-agency assessment using local processes which will be overseen by the DSL

A College care list is produced and regularly updated to allow all staff to be aware of pupils who may need additional pastoral support.

- A care list, categorised into three different levels will be maintained.
- The list is updated on a weekly basis in regular meetings between the Head of Key Stage and Deputy Head (Pastoral) and on a half-termly basis between the Deputy Head (Pastoral) and the school's counsellors and Chaplain.
- The list will not contain any information other than care level i.e. "whom to contact" should any concerns arise.
- Confidentiality is crucial. No member of staff should ever divulge names on the care list to any parent or to any pupil.

Level descriptors:

- Care 1 – Pupils who have been a concern in the past or who have been identified as a possible cause of concern in the future. Typically worries have been voiced but no real evidence of on-going problems. Perhaps they need to be encouraged to see the counsellor or talk to somebody; perhaps there is nothing to worry about. Any concerns should be channelled through **tutor**.
- Care 2 – Pupils who are of significant concern. Typically seeing school counsellor on a regular basis. Normally, the College is working with the pupil and the family to provide appropriate support. Subject teachers should be aware but will not know details. Any academic or pastoral concerns should be channelled through **the Head of Key Stage**.
- Care 3 – Pupils who are of major concern and in need of specialist help and support. All colleagues should be aware of who these pupils are, but specific details will not be shared widely. Typically external agencies are involved in a coordinated approach. DSL to be informed immediately of any worrying incidents including absence from lessons etc. Any academic or other pastoral concerns should be sent to the **Deputy Head (Pastoral)**. **All communications to parents (other than routine) to be cleared with the Deputy Head (Pastoral) before sending.**

See Appendix I: Flow chart for raising safeguarding concerns about a child.

EARLY YEARS FOUNDATION STAGE (EYFS)

The Foundation will notify Ofsted with 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere)

LOOKED AFTER CHILDREN

The Foundation will ensuring that a designated member of staff (normally the Deputy Head Pastoral) has responsibility for the welfare and progress of any pupil on roll who is looked after by a local authority, and has up to date assessment information from the relevant local authority, the most recent care plan and contact arrangements with parents, and delegated authority to carers.

PREVENT PROGRAMME

The London borough of Lewisham has been identified in the Government's Prevent Strategy as one of the priority local areas for action. This borough-wide initiative between Lewisham, the Police and other key agencies and communities aims to deter extremist groups and support vulnerable people.

Prevent is part of the national counter-terrorism strategy and aims to stop people being drawn into or supporting terrorism. The strategy focuses on three key areas which are:

- respond to the ideological challenge of terrorism and the threat from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support

- work with sectors and institutions where there are risks of radicalisation that we need to address.

Who is vulnerable?

There is no single profile of a potential terrorist but terrorist groups sometimes try to recruit people who are susceptible or vulnerable, this can happen in person or over the internet. Recognising the symptoms and taking action helps to safeguard the individual and those around them.

Individuals deemed suitable after a needs assessment will be invited to participate in an intervention, this process is voluntary. The intervention is tailored to meet individual needs and will include a range of activities such as mentoring, leadership skills and other practical assistance.

The suspicion / disclosure of potential involvement in terrorism or the identification of anybody who is susceptible or vulnerable should be reported to the DSL (or directly to the Lewisham Prevent Programme):

Lewisham Prevent programme

020 8314 7545 or prevent@lewisham.gov.uk

VISITORS INCLUDING VISITING SPEAKERS

Appropriate arrangements need to be in place for the supervision of external visitors or speakers who will be coming into contact with pupils. It is the responsibility of all staff to ensure that no visitor has unsupervised access to pupils at any time and to monitor the content of any presentation. Pupils are not allowed to invite guests on site and all invitations must be overseen by a member of the teaching staff.

As part of their general safeguarding responsibilities and the Prevent duty, Staff should always check the planned arrangements for visitors with the DSL in advance of any proposed event.

Safeguarding Procedures			
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Committee:	N/A	Clerk to the Governors Signature:	N/A
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APPENDIX 1: FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

