



## Safeguarding Policy and Child Protection Procedures

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THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EYFS), (TOGETHER REFERRED TO IN THIS POLICY AS “MILLFIELD”).

### Introduction

Millfield Schools (this refers to Senior School, Prep, Pre-Prep and the Early Years Foundation Stage “EYFS”) fully recognise their responsibility to safeguard and promote the welfare of the children and young people in their care, and that **safeguarding is everyone’s responsibility**. This system is described in statutory guidance [Working Together to Safeguarding Children](#) and [Keeping Children Safe in Education \(Sept 2019\)](#). This responsibility encompasses the following principles:

- To protect children from harm (maltreatment)
- To prevent impairment of children’s health and development
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care thus enabling those children to have optimum life chances and to enter adulthood successfully
- To treat the interests of our children as paramount (taking into consideration their disability, culture and history)
- To consider at all times the best interests of the child

The Board of Governors approves this policy and it is annually reviewed by them. The policy encompasses the schools’ boarding provision and off-site activities. Millfield Schools address their commitment to the above principles through:

**Prevention** - ensuring all reasonable measures are taken to minimise the risk of harm to children’s welfare. These include:

- Ensuring safer recruitment practice\*  
Ensuring through training that all teaching and non-teaching staff are aware of and committed to the Safeguarding Policy and Child Protection Procedures (“the Policy and Procedures”) Code of Conduct, Whistleblowing Policy, Pupil Behaviour Policy Pre-Prep/Prep School, and Pupil Behaviour Policy Senior School.
- Establishing a positive, supportive and secure culture in which children can learn and develop, together with a School ethos which promotes in all pupils a sense of being valued, listened to and respected
- Including in the curriculum, activities and opportunities for PSHEE which equip pupils with the skills they need to stay safe from abuse and radicalisation which will help them develop realistic attitudes to the responsibilities of adult life. Also teaching of Relationship Education, Relationships and Sex Education (RSE) and Health Education.
- Providing pastoral support that is accessible and available to all pupils and ensuring that pupils know to whom they can talk about their concerns.

(\*refer to separate policies and guidance for full details; this guidance will follow the Independent Schools Standards Regulations and comply with guidance with regard to the DBS (Disclosure & Barring Service). All employees undergo full pre-employment checks including an enhanced DBS check and, where applicable, the disqualification by association (Child Care Act 2006)).

**Protection** – ensuring all appropriate actions are taken to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies especially the Police and Children’s Social Care (Safeguarding Children Joint Chief Inspectors’ Report Department of Health October 2002). These include:

- Sharing information about concerns with agencies who need to know and involving children and their parents/carers appropriately (including Children’s Social Care, the Police, the Local Authority Designated Officer (“LADO”) and in “Prevent” with the Channel process)
- Any member of staff can refer to the LADO or Children’s Social Care; however it is the expectation that the Designated Safeguarding Leads (“DSLs”) at both schools are the primary communicators with LADO and Children’s Social Care as appropriate. They will contact the LADO and local safeguarding partner arrangements within 24 hours of a disclosure or suspicion of abuse, although if there is risk of immediate harm this contact must be immediately
- The function of the LADO is to provide advice and preside over the investigation of any allegation or suspicion of abuse directed against anyone working in a school. Somerset’s LADO can be contacted via Children’s Social Care (Somerset Direct) on 0300 123 2224. There are online procedures which are regularly updated. (The website is accessible to all staff via Millfield Schools Extranet - <https://www.proceduresonline.com/swcpp/somerset/index.html>)
- Monitoring children known or thought to be at risk of harm and to contribute to assessments of need and support packages for those children.

Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision, drugs and substance misuse. These have specific policies and guidance, which should be read in conjunction with this document.

## **Managing Safeguarding and Child Protection**

### **Roles and Responsibilities**

#### **Staff**

All staff including volunteers have a statutory obligation to report to the DSL if there is suspicion of abuse of a pupil, if a pupil discloses abuse or allegations of abuse or if there is any indication that a child is being abused by somebody. In addition any members of staff may refer a concern to the LADO or Children’s Social Care (Somerset Direct) themselves if they feel it necessary or appropriate.

Somerset’s LADO can be contacted via Children’s Social Care (Somerset Direct) on 0300 123 2224. NSPCC Whistleblowing Helpline 0800 028 0285.

**This is an inescapable, personal and professional responsibility of all staff and volunteers for the protection of children from harm.**

**All staff need to have read and understood and be able to discharge their responsibilities as set out in Part One of Keeping Children Safe in Education (“KCSIE”) 2019 and with due reference to The Prevent 2015 and Working Together to Safeguard Children 2018 Guidance.**

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

- the conduct of a member of staff
- a child, parent or member of staff ‘disclosing’ abuse
- evidence of physical hurt that may or may not be accompanied by
- unusual or uncharacteristic behaviour by a child.

The following individuals have specific roles and responsibilities under Child Protection Procedures that are outlined below:

### **Full Governing Body (“FGB”)**

**It is an essential feature of good governance that responsibility is not delegated to others without first ensuring reliable mechanisms for monitoring and evaluation of policy implementation** (ISI commentary on the regulatory requirements 2018). Governors of Millfield (as displayed on the Schools’ website) have ultimate and collective responsibility for ensuring pupils’ wellbeing, which encompasses safeguarding. Their responsibilities include:

- assessing the safeguarding risks that might arise from the Schools’ operations including, but not limited to, consideration of the Annual Risk Register;
- ensuring that the Schools have a Policy and Procedures known to all staff and Governors, that are in accordance with Local Authority and inter-agency procedures and that these are made available to parents on request;
- carrying out a review of this Policy and these Procedures annually in the Autumn term and following any serious incident report to the Charity Commission;
- approving each school’s Annual Safeguarding Audit (“the Annual Audits”) and submitting these to the local safeguarding partner arrangements;
- undertaking monitoring to ensure effective implementation of the Policy and Procedures through
  - i. the receipt of an annual presentation from the Designated Safeguarding Leads (“DSLs”) and through informal and on-going discussion with staff which must cover staff training (including the DSL and Heads); the steps being taken to listen to pupils; any referrals to children’s services (anonymised) in respect of the promotion of welfare; any referrals to the LADO in respect of staff/volunteers; and specific themes arising from these or elsewhere in the school and steps taken as a result;
  - ii. enquiry of staff about their knowledge of the Policy and Procedures;
  - iii. checking that staff have received regular safeguarding training (and that e-safety training for staff is considered as part of the overarching safeguarding approach);
- approving the DSL’s job descriptions which include the key activities of the role;
- ensuring that they know how children are taught about safeguarding, including online safety, through the curriculum and PSHEE.

The Education Committee reports to the Full Governing Body (“FGB”) and has delegated responsibility for scrutiny of the Annual Audits and the Policy and Procedures prior to their submission to the FGB.

### **Nominated Governor**

**Mr Tim Taylor** is the **Nominated Governor** for Safeguarding and Child Protection at Millfield Schools (including EYFS). His responsibilities include:

- On behalf of the FGB, carrying out detailed monitoring of the implementation of the Policy and Procedures (including an annual review of sample entries in the Single Central Register);

- Maintaining close and regular contacts with the DSLs
- Working with the DSLs and DDSLs to review the Annual Audits and judge the efficiency with which procedures have been implemented and to report on this to the FGB;

He can be contacted through the Clerk to the Governors, Mrs Rachel Summerhayes – email [summerhayes.r@millfieldschool.com](mailto:summerhayes.r@millfieldschool.com) or telephone 01458 444596

### Chair of Governors

It is the role of the Chair of Governors, Mr Roland Rudd, to deal with allegations of abuse made against the Heads. In the absence of the relevant Head any allegation of abuse against a member of staff will be reported to the Chair of Governors.

For details on how to contact the Chair of Governors, please contact the Clerk of Governors, Mrs Rachel Summerhayes ([summerhayes.r@millfieldschool.com](mailto:summerhayes.r@millfieldschool.com) or 01458 444596).

### Headteachers

**Mrs Shirley Shayler** is the Headmistress of Millfield Prep School and **Mr Gavin Horgan** is the Headmaster of Millfield Senior School. Their responsibilities include:

- ensuring that the Policy and Procedures approved by the FGB fully implemented;
- ensuring that the role of DSL is filled by an individual with appropriate qualifications and experience and given significant prominence in the school community;
- ensuring that DfES guidance is followed to ensure safe staff recruitment and that adequate staff checks and records are maintained.

### The Designated Safeguarding Leads

In the Prep School (including the Pre-Prep as DDSL, but excluding EYFS), the Deputy Head Pastoral, **Mrs Tracey Hazell**, is the **Designated Safeguarding Lead (DSL)**. The Headmistress, **Mrs Shirley Shayler**, is the **Deputy Designated Safeguarding Lead (DDSL)**. The **Designated Safeguarding Lead** in the Early Years Foundation Stage (Reception and Nursery & Pre-Prep) is **Mr Michael Jory** and the **Deputy Designated Safeguarding Lead** is **Ms Amy Denbee** (EYFS stage only)

In the Senior School the Assistant Head (Pastoral) **Mr Andy Collins**, is the **Designated Safeguarding Lead (DSL)**. **Mrs Fi Ellison** is the **Deputy Designated Safeguarding Lead (DDSL)**, Mr Adrian Whatling (**DDSL**), Mr Craig Middleton (**DDSL**) and Mrs Kait Weston (**DDSL**).

### Contact details for the Designated Safeguarding Leads and Deputies:

#### Prep School

Tracey Hazell - Deputy Head (Pastoral)

[hazell.t@millfieldprep.com](mailto:hazell.t@millfieldprep.com)

Tel: 01458 837510

Shirley Shayler - Headmistress

[head@millfieldprep.com](mailto:head@millfieldprep.com)

Tel: 01458 837502

Michael Jory - Head of Pre Prep

[jory.m@millfieldprep.com](mailto:jory.m@millfieldprep.com)

Tel: 01458 837552

Amy Denbee – (DDSL EYFS)

[denbee.a@millfieldprep.com](mailto:denbee.a@millfieldprep.com)

Tel: 01458 837760

### **Senior School**

Andy Collins – Assistant Head (Pastoral)

[collins.a@millfieldschool.com](mailto:collins.a@millfieldschool.com)

Tel: 01458 444579

Fiona Ellison – (DDSL)

[ellison.f@millfieldschool.com](mailto:ellison.f@millfieldschool.com)

Tel: 01458 444222

Adrian Whatling – Head of Pastoral Compliance and Support (DDSL)

[whatling.a@millfieldschool.com](mailto:whatling.a@millfieldschool.com)

Craig Middleton - Boarding Development Manager (DDSL)

[middleton.c@millfieldschool.com](mailto:middleton.c@millfieldschool.com)

Kait Weston – Deputy Head (Pastoral) (DDSL)

[Weston.k@millfieldschool.com](mailto:Weston.k@millfieldschool.com)

Tel: 01458 444295

### **The responsibilities of the DSLs and DDSLs include:**

- To take lead responsibility for all safeguarding and child protection matters arising at the School, including online and to support all other staff in dealing with any child protection concerns that arise.
- To have the status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing staff to safeguard and promote the welfare of children
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To set policy and procedures and ensure they are being complied without throughout the school.

### **See job descriptions:**

[Designated Safeguarding Lead](#)

[Deputy Designated Safeguarding Lead](#)

## **Awareness, Training and Support**

Any member of staff can refer to the LADO or Children’s Social Care (Somerset Direct); however it is the expectation that the DSLs at both schools are the primary communicators. They will contact the LADO and local safeguarding partner arrangements within 24 hours of a disclosure or suspicion of abuse. Together they hold the following responsibilities:

### **Raising Awareness:**

- to monitor and review annually, liaising with the Governing Body, the effectiveness of the Safeguarding Policy and Child Protection Procedures to ensure that they comply with current best practice
- to ensure parents have access to the Safeguarding Policy and Child Protection Procedures which alerts them to the fact that referrals may be made and explain the role of Millfield Schools in this to avoid later conflict. Available on the school website and a hard copy is provided on request or from reception
- to ensure, where necessary, records are passed on to the receiving school if a pupil transfers.
- to have good links and working relationship with the local safeguarding partner arrangements and LADO/Police (if a criminal matter) so that staff are aware of local policies and training opportunities and keep staff aware of child protection procedures.

### **Training and Support:**

All staff will receive the Somerset Basic Awareness Cascade Training every two years as well as any new legislative updates as required.

To ensure that:

- all staff, must understand the role of the DSL
- all staff, including Governors, receive and read Part 1 KCSIE September 2019 and appropriate confirmation of this is recorded and that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part One (and Annex A as appropriate)
- all staff, including Governors, receive the Child Protection Code of Conduct
- the DSLs receive WRAP Training and coordinate the school's implementation of the Prevent Duty, including protocols for visiting speakers
- the DSL and DDSL undertake local safeguarding partner arrangements training (Levels I and II) and undertake regular updates once every **two** years as a minimum to include inter-agency working plus any additional training to remain compliant with new guidance and legislation
- manage and deliver Child Protection training for the Heads and all staff who work with children, and keep records of this training. Any new legislation or updates will be communicated to staff on a regular (at least annual) basis either electronically or through Inset (or both).
- all new staff, including Governors, temporary staff and volunteers, must be provided with induction training that includes:
  - the school's Safeguarding and Child Protection Policy
  - the Millfield Code of Conduct, Behaviour Policy including the Whistleblowing Procedure
  - the identity and role of the Designated Safeguarding Lead and any Deputy Designated Officer
  - a copy of Part 1 KCSIE September 2019 (and Annex A as appropriate)
  - Prevent awareness training
  - Safe & Acceptable Use IT Policy
  - Social Media Policy
  - EYFS Mobile Phone and Camera Use
  - Mobile Technology in School
  - Online Safety Training
  - Schools Response to Children who go missing from Education

## Referrals

- to communicate immediately with **the local safeguarding partners arrangements whenever an allegation or disclosure is made (current or historical)**. We do not have any threshold for referrals. We always direct all allegations to Children's Social Care
- to have sound knowledge of the different forms of abuse and a clear understanding of the possible physical and behavioural indicators and know when it is appropriate to make a referral to Children's Social Care (Somerset Direct 0300 123 2224)
- to ensure all staff are prepared to identify children who may benefit from [Early Help](#). Early Help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
- to ensure that in all cases of actual or alleged harm to a pupil, the Local Authority Safeguarding Procedures are followed. This will involve contacting the LADO, should the allegation be against a member of staff, otherwise referring to Children's Social Care. The function of the LADO is to provide advice and preside over the investigation of any allegation or suspicion of abuse directed against anyone working in a school. Somerset's LADO can be contacted via Children's Social Care on 0300 123 2224. There are online procedures which are regularly updated. (The website is accessible to all staff via Millfield Schools Intranet site - <https://www.proceduresonline.com/swcpp/>). There is also an online tool [Report child abuse to local council](#) which directs to the relevant local children's social care contact number.
- to inform the Heads of all cases of actual or suspected abuse. The only exception to this would be if the Heads were implicated in the concerns, in which case, the Head would not be informed and the matter would be referred directly to the Chair of Governors.
- to act as a focal point for liaison with Children's Social Care and other authorised agencies, ensuring that full and prompt sharing of information is provided at the time of referral and that the referral is confirmed in writing under confidential cover
- to act as a source of support, advice and expertise within School on matters of Child Protection and welfare
- ensure that clear, detailed written records of welfare concerns about pupils are kept secure and in a locked location
- the school will not investigate allegations of abuse but instead refer to LADO.
- refer cases where a crime may have been committed to the Police as required.
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- **Concerns regarding the EYFS care of the Under 3's should be addressed to OFSTED ref:** Pre-School@MPS  
OFSTED registration number EY 395459  
Contact Number OFSTED: 0300 1231231, or [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

This needs to be carried out in order to inform OFSTED of any allegations of serious harm or abuse of any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of these allegations. The school will endeavour to report any allegations or concern as immediately as possible but definitely within 14 days.

For those children who have need of additional support or input from outside agencies the school will work with local processes and procedures.

Child Protection files will be transferred to the new school or college as soon as possible by the DSL. They will be transferred separately to the main file, ensuring security and a confirmed receipt.

## **Confidential Reporting ('Whistleblowing')**

All staff should be aware of their duty to raise concerns, where they exist, about the management of Child Protection, which may include the attitude or actions of colleagues. If the member of staff reporting suspicions remains unsatisfied by a decision not to act by the Heads and the DSL, he or she may, as a responsible citizen, enact the School Whistleblowing Policy and report concerns directly to Children's Social Care. He or she will be considered to have acted as a responsible citizen and will not be held accountable for undermining a school decision.

**The phone number for referral – Children's Social Care (Somerset Direct) – is 0300 123 2224**

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them; see Whistle Blowing Policy.

The NSPCC whistleblowing helpline is available to staff who do not feel able to raise concerns regarding safeguarding failures internally. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

See link: <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

## **Child protection procedures and guidance**

### **What is Child Protection?**

Child Protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

### **What is significant harm?**

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

### **Scope and Purpose of these Procedures**

These procedures apply to the Governors, Heads, all staff (including supply and peripatetic staff) and volunteers working for and on behalf of Millfield Schools and explain what action should be taken if there are concerns that a child is or might be suffering harm. A child is a person under 18 years but the principles of these procedures apply also to vulnerable young adults over 18 years.

As well as this policy, the school has extensive arrangements to fulfil other safeguarding and welfare policies including early help strategies within the pastoral system.

The procedures are available to parents on request or via the School website.

## What constitutes child abuse?

All school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another. [What to do if you're worried a child is being abused](#). The [NSPCC](#) website also provides useful additional information on abuse and neglect and what to look out for. 'What school and college staff should look for' can be found in Paragraph 18 of [Keeping Children Safe in Education \(September 2019\)](#).

**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. Please consider that an abuser could also be female. Children may be abused in a family (e.g. witnessing domestic violence) or in an institutional community setting by those known to them, or more rarely by others (e.g. via the internet). 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 abuse involves physical injury to a child, where there is definite knowledge or reasonable suspicion that injury was deliberately inflicted or was not prevented. Giving a child poisonous substances includes inappropriate drugs and alcohol. Physical abuse, as well as being a result of an act of commission, can also be caused through omission or the failure to protect, as well as forced marriages and female genital mutilation (FGM).

**Female Genital Mutilation (FGM):** comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Indicators: There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found in Annex A: Further information, of [Keeping Children Safe in Education \(Sept 2019\)](#)

The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). Teachers have a duty to make personally a report to the police (in addition to liaising with the DSL) where, in the course of their professional duties, they either:

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth (see section 2.1a for further information).

For the purposes of the duty, the relevant age is the girl's age at the time of the disclosure/identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18).

Complying with the duty does not breach any confidentiality requirement or other restriction on disclosure which might otherwise apply. The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

The duty does not apply in relation to at risk or suspected cases or in cases where the woman is over 18. In these cases, you should follow local safeguarding procedures.

To make a report it is recommended that the person does it orally by calling 101, the non-emergency number. However, where there is a risk to life or likelihood of serious immediate harm, then it should be reported immediately to police, including dialling 999 if appropriate. Reports should be made within 24 hours ideally. Further guidance can be found at the following link: <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation><https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

If a member of staff cannot confirm or has suspicions that FGM has been carried out on a girl under the age of 18 years then they should follow the safeguarding policy. If FGM is believed to have been carried out on a girl under 18 years old then it will be reported to the Police by the DSL or by any member of staff.

**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. The sexual abuse of children by other children is a specific safeguarding issue in education.

**Child Sexual Exploitation:** is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power or status to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage satisfaction or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

See Annex A of [Keeping Children Safe in Education \(Sept 2019\)](#)

[Safeguarding Children and Young People from Sexual Exploitation \(2009\)](#)

[What to do if you suspect a child is being sexually exploited \(2012\)](#)

**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.

Serious bullying may be regarded as emotional, sexual or physical abuse and will be considered under Child Protection Procedures.

### **Further information on Preventing Radicalisation**

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

Radicalisation and violent extremism could cause harm or have the potential to cause harm to the child and others. Under the Prevent Duty (2015) the school will report in line with the recommended policies and procedures to the local safeguarding partner arrangements / the local Police force (Tel: 101) / Prevent Channel duty offices as appropriate. The DfE dedicated telephone number for non-emergency advice for staff and governors is 0207 3407264 and the mailbox is: [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk).

### **Indications or Signs of Possible Abuse, including radicalisation:**

- Signs of looking unwashed, undernourished, weight loss etc; inappropriate clothing for the conditions
- Changes in behaviour – depression or withdrawn behaviour or attention seeking behaviour
- Fearful behaviour - fear of specific people places, fear of separation etc.
- Mentioning being left alone or unsupervised
- Regressive or aggressive behaviour e.g. bed-wetting or severe temper outbursts that are out of character
- Mood swings
- Changes of friendship group
- Persistent or multiple bruising in unexpected places, that cannot be explained by normal childhood activity
- Minor injuries in unlikely places

- Burns, scalds or bites
- Delay in seeking access to medical care/treatment
- Excessive preoccupation with sexual matters
- Knowledge of sexual matters inappropriate for age of child
- Promiscuous behaviour
- Sexually explicit or otherwise disturbing creative writing or artwork
- Expression of opinions that are at odds with our shared values, and which may be tantamount to, or explicitly inciting violence and/or illegal acts

The above list is by no means exhaustive, and it is important to be aware that there may be other circumstances, not amounting to abuse, which give cause for serious concern about the welfare of pupils. Questions of the young person being in moral danger, being uncared for, engaging in antisocial or inappropriate behaviour and so on may be referred to the DSL, who will discuss the matter with the Deputy DSL and the Heads, and through them, as necessary, to Children’s Social Care. Such cases may also be referred to the Medical Centre and through them to Children’s Social Care. Staff are well advised to look beyond the setting - what is happening in other areas of the child’s life? Further detailed information on Radicalisation, ‘honour based’ violence, and CSE can be found in Annex A: Further information, of [Keeping Children Safe in Education \(Sept 2019\)](#).

### **Peer on Peer Abuse**

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. Children are capable of abusing their peers. This is most likely to include, but may not be limited to, bullying (including cyber bullying), physical bullying such as hitting, kicking, choking, biting, hair pulling or otherwise causing physical harm, serious violence, rape, gender based violence/sexual assault, sexual violence such as rape, assault by penetration and sexual assault, sexual harassment such as sexual comments, remarks, jokes and online sexual harassment which may be stand-alone or part of a broader pattern of abuse, sexting, ‘upskirting’, hazing and so-called initiation ceremonies and involvement in gang culture. Staff should be clear as to the school policy and procedure with regards to peer on peer abuse:

- Anti-Bullying Policy (MPS)
- Anti-Bullying Policy (Senior)
- Anti-Cyberbullying Policy
- Peer on Peer Abuse Policy

Allegations of peer on peer abuse will be investigated in line with other school policies and additional pastoral support will be put in place when required. Peer on Peer abuse should never be tolerated and is not “banter or “part of growing up”.

Advice would be taken from [Part 5 Keeping Children Safe in Education \(Sept 2019\)](#)

[Sexual Harassment and Sexual Violence Advice](#)

[Anti-Bullying Alliance](#)

[Sexting in Schools and Colleges: Responding to incidents and safeguarding young people \(UKCCIS\)](#)

[Searching, Screening and Confiscation](#)

[Teaching online safety in School \(DfE June 2019\)](#)

### **Serious Violence**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-

harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. 30.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's [Preventing youth violence and gang involvement](#) and its [Criminal exploitation of children and vulnerable adults: county lines](#) guidance.

### **Children with Special Educational Needs**

Children with Special Educational Needs (SEN) and disabilities can face safeguarding challenges. Staff need to be aware that additional barriers that these children face such as communication barriers, disproportionately impacted by behaviours such as bullying without displaying symptoms and assumptions that indicators of possible abuse such as behaviour, mood, injury relate to the child's disability without further explanation.

There's a concern sometimes that, for children with SEN and disabilities, that their SEN or disability needs are seen first, and the potential for abuse second. The EHA (Early Help Assessment) Tool should be used where the root causes of abuse may be underlying and beyond SEN issues and behaviour.

### **Honour Based Violence**

See Annex A KCSIE [2019](#).

### **Looked after children**

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies and proprietors should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe.

In particular, they should ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated safeguarding lead should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child. When it becomes necessary, we shall follow statutory guidelines and ensure all staff are appropriately trained.

Staff have a duty to be responsible in promoting the welfare of pupils at all times and to take action to safeguard their welfare.

Key points:

- Be vigilant
- Listen to children
- Observe changes in attitude or behaviours
- Respond to specific concerns at any early stage – self-harming, depression, eating disorders etc.
- Report any concerns to the appropriate designated professional
- Do not conduct any own investigations but contact relevant agencies who will have the authority to do so

- Be prepared to whistle blow if you have any concerns about the conduct of volunteers of colleagues in respect of their handling of children
- Be open to the potential of peer on peer abuse
- Understand the potential for “grooming”

### **Children who go missing**

The Missing Child Policy and Missing Boarders Procedure ensure that all measures are taken to monitor attendance and provide guidance to all staff when a pupil is missing from lessons or house. In addition, Millfield is cognisant of the ‘Statutory guidance on children who run away and go missing from home or care’ - January 2014 and Working Together to Safeguard Children 2018 and all matters of this type are referred to the DSL, who will liaise with the appropriate Deputy Head and Head in each case.

Millfield will hold more than one emergency contact for each child with two being the expected level of contact including phones and emails where possible.

### **Children missing from education**

A child going missing from education is a potential indicator of abuse or neglect including sexual abuse or exploitation, child criminal exploitation or mental health problems. The appropriate safeguarding procedures will be used for children who go missing from school, particularly on repeat occasions. Staff are aware of potential triggers such as travelling to conflict zones, FGM, forced marriages etc.

If a child is failing to attend school regularly or has been absent without the school’s permission for a continuous period of 10 school days, then the local authority will be notified of the absence.

The local authority will be notified when a pupil is deleted from the admission register / school register. This will be acted upon as soon as the grounds for deletion are met, but no later than deleting the pupil’s name.

### **Contextual Safeguarding**

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (or deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and/or welfare. Children’s social care assessments should consider such factors so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse. Additional information regarding contextual safeguarding is available here: [Contextual Safeguarding](#).

As a school we need to be aware of local environmental issues which may arise such as county lines, gang culture and we will be alert to this through ongoing training and liaising with Somerset Safeguarding Partnership (SSP).

### **Child criminal exploitation: county lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county 81 lines are missing episodes, when the victim may

have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism<sup>102</sup> should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

### **Safeguarding concerns for children who move school or 'disappear'**

If we become aware that a UK based child is missing from education, in whatever capacity, and we need to check their educational status, we should make enquiries with the Children Missing Education Liaison Officer based at County Hall in Taunton.

If a non UK national is missing from education and they have a Child Protection plan in place we will endeavour to pass on the information to the appropriate authorities, probably through the child's Guardian.

In addition, the UK Visa and Immigration service will be informed in line with HTS (Highly Trusted Status) procedures where appropriate.

See the link below for further guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

### **Close 1:1 Teaching**

For example in 1:1 teaching in Performing Arts or Specialist Sports Coaching refer to Code of Conduct for Staff for advice on policy and procedures.

## Procedures following any form of disclosure

Receive	Respond	Reassure	Record	Report
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### Receive:

- **Listen** sympathetically and with an open mind
- Stay calm, conveying this through word and action
- **Do not** look at any potentially concerning electronic images. Pass all devices on to the DSL.
- **Never promise confidentiality, only discretion. It is important that the pupil understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate might be a disclosure and remind them**
- Allow the child to talk and finish their story. Let them tell you what they want and no more
- Do not ask any leading questions

### Respond:

- Where necessary clarify what has been said
- Ensure that you have a full understanding of the facts as related by the pupil, perhaps by reporting back to the pupil for his/her confirmation
- Never ask leading questions
- When the pupil has finished make sure they feel secure. Explain what you will do next and (where appropriate) the referral process
- **Action must be taken immediately if the pupil is in imminent danger**

### Reassure:

- Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously
- Remind them that the abuse is not their fault
- Reassure them but do not promise what you may not be able to deliver – ‘Everything will be alright now’ – it may not be.

### Record:

- Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the pupil’s own words as far as possible. Include who was present and the date, time and location of the incident or disclosure
- Log on to MyConcern and fill in a Cause for Concern Form.

### Report:

- Refer the matter within 24 hours or sooner and **immediately if any pupil is in danger** to the DSL. Do not discuss with parents/carers. The DSL will agree with the Social Care team when parents/carers should be contacted and by whom.

You have now fulfilled your duty and you should **not take any further action** or reveal this information to anyone else. The DSL will be aware that you may need support following a disclosure.

## Action to be taken by the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead

- Following the receipt of a report, the DSL and Heads will seek advice from the LADO/Children's Social Care (depending on who the allegation is made against)
- This may be done without giving names at first, and then follow the advice given. Millfield Schools will not investigate allegations of abuse, but will instead always refer to the appropriate authority. In cases of serious harm, the Police would be informed from the outset
- Agree with Children's Social Care any necessary next steps in relation to:
  - \* informing a pupil's parents when appropriate
  - \* medical examination or treatment
  - \* immediate protection for the victim or a pupil who has given information about an abuser or a pupil against whom an allegation has been made
- Inform the pupil or adult who made the initial allegation of what the next steps are to be
- Inform the relevant Heads of the allegation and action taken
- Ensure long term protection support for all pupils involved
- If unhappy with the action of Somerset Safeguarding Partnership (SSP) then use the Escalation Policy of Somerset Safeguarding Partnership (SSP)
- Any advice given will be clearly recorded as a file note.

When there are reports of abuse involving a number of pupils against a pupil or other pupils or any specific safeguarding issues the DSL will meet with appropriate staff following advice from Children's Social Care and coordinate the matters in line with guidance from Somerset Safeguarding Partnership (SSP) and ISI. The DSL will:

- Follow procedure and refer to the Children's Social Care team
- Ensure secure supervised spaces for all involved
- Involve the Deputy DSL and members of SMT trained to Level 2 as appropriate
- Follow guidance above with respect to each pupil in a secure supervised environment.
- If a pupil appears injured and/or distressed in anyway then medical attention may need to be received
- Practical and up to date support and information can also be found on [www.nspcc.org.uk](http://www.nspcc.org.uk) or via the [www.gov.uk](http://www.gov.uk) website

If there is an allegation against a person outside the school community, the DSL will seek advice from external agencies and contact the parents as and when appropriate.

**Millfield Schools will always undertake to share their intention to refer a child to Children's Social Care with their parents/carers unless to do so could put the child at greater risk or harm or impede a criminal investigation.**

## Procedures Following an Allegation of Abuse by a Member of Staff (including volunteers)

It is important to draw a distinction between complaints and allegations against staff. In other words, the difference between behaviours that suggest misconduct or unprofessionalism, and those which specifically raise child protection concerns.

An allegation should be made if a teacher or other member of staff has:

- **Behaved in a way that has harmed a child, or may have harmed a child**
- **Possibly committed a criminal offence against or related to a child**
- **Behaved towards a child or children in a way that indicates he or she is unsuitable to work with children.**

If an allegation is made against a teacher or member of staff, then the quick resolution of that allegation will be a clear priority as this is a benefit to all concerned. Any unnecessary delays should be eradicated. The Head should be informed at the earliest opportunity.

Any concern which involves the possibility of physical, emotional or sexual abuse will always be referred within 24 hours to the Local Authority Designated Officer (LADO) and their advice taken prior to any investigation. If child protection procedures are needed, an investigation will be carried out by Children's Social Care and the Police.

The Designated Safeguarding Lead (and or DDSL), the Heads and Governors must not carry out investigations themselves.

If an allegation is made against a member of staff it must be responded to immediately and with the utmost discretion to ensure protection for the child and support for the person who is the subject of the allegation. The informant should be told that the matter will be referred in confidence to the appropriate people. This must be done and the written record passed on **the same day** to the Designated Safeguarding Lead and the relevant Head. The circumstances should be kept strictly confidential until the relevant Head has been able to judge whether or not an allegation or concern indicates possible abuse. The concerns will be discussed with the Local Authority Designated Officer (LADO) for allegations management <http://sscb.safeguardingsomerset.org.uk/working-with-children/allegations-management/>.

If it is decided by the appropriate LADO that an investigation is called for, it is the responsibility of the Children's Social Care manager to arrange a Strategy Meeting. This would normally involve the Police, Children's Social Care, the DSL, the relevant Head and preferably a member of the Governing Body of Millfield Schools. The arrangements agreed upon will include informing the parents and seeking their consent for any immediate medical examination. Where a member of Boarding Staff is suspended pending an investigation of a child protection nature, alternative accommodation (away from children) will be arranged.

If the allegation made to a member of staff concerns a Head, the person receiving the allegation will immediately inform the Chairman of the Board of Governors, without prior notification to the Head. If the allegation concerns the DSL and/or DDSL, then the relevant Head must be informed.

If the allegation is made against a volunteer, a supply teacher, contractor etc, an investigation will necessarily involve the organisation or agency of employment. For those who are self-employed the allegation will be passed directly to Somerset Safeguarding Partnership (SSP) or LADO for advice or action, dependent upon whom the allegation is made against.

The person who is the subject of the allegation will normally be informed as soon as possible after the result of the initial investigation is known, or the decision is made to dispense with one, but not invited to make a response. There should be a warning that anything said will be recorded.

If it is established that the allegation is not well founded, either on the basis of the medical evidence or further statements, then the person against whom the allegation has been made would normally be informed that the matter is closed and any notes will be removed from their personnel file and will not be referred to in any references.

Pupils that are found to have made malicious allegations are likely to have breached school behaviour policies. The school will then determine what, if any, sanctions are appropriate. Police may well be informed if there are grounds to believe that a criminal offence may have been committed. Also, Children's Social Care may need to be involved with any follow up work with the pupil.

If the police decide to take the case further, the member of staff implicated would normally be suspended or, where the circumstances are considered to warrant it, dismissed. It is reasonable to ask the police to give some indication of their timescale.

The school will report to the DBS **within one month of leaving** 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, and the school has a duty to consider referral to Teaching Regulation Agency (TRA) this will be in line with the criteria by TRA. Advice about whether an allegation against a teacher is sufficiently serious to refer to TRA can be found at: [Teacher Misconduct The Prohibition of Teachers - October 2015](#)

[Misconduct The Prohibition of Teachers - October 2015](#)

Or the TRA website: <https://www.gov.uk/government/organisations/teaching-regulation-agency>

**Record Keeping:** a clear and comprehensive summary of any allegations made against a member of staff, and all details leading to and including a resolution, will be kept on the confidential personnel file and will be retained until the member of staff reaches retirement age, or for a period of 10 years after the allegation has been made. The school will provide information regarding an allegation for the purposes of future references and DBS disclosures.

#### **Good Practice Recommendations for Record Keeping will involve;**

- Ensuring that a proper record is kept of any Child Protection referral and action taken, and that this is kept securely and in confidence
- Child Protection records should be kept for the approved timescale for the various Authorities we are in conjunction with and then shredded on the basis that this information has been shared with Children's Social Care who will continue to hold copies
- When notes are dispatched to another school ensure that the original copies are held and that photocopies are despatched with notes and records of delivery i.e. special delivery / recorded delivery
- Ensuring that Child Protection files are monitored every term.
- New children have their old school approach to transfer any child protection files securely and also a proactive approach to ensuring sufficient support and cascading of information in place for key staff.

## **Policy on allegations involving sexual impropriety**

If a member of staff is informed by a pupil of an event involving sexual impropriety of any kind, whether between pupils or staff and pupils, the following steps should be taken:

- Listen sympathetically and afterwards briefly note the content of what was disclosed, sign and date it
- Contact the Designated Safeguarding Lead immediately, who will discuss with the relevant Head and the LADO whether Children's Social Care should be notified
- If Children's Social Care is notified and it is agreed that Millfield Schools alone should follow up the issue, the DSL will interview the complainant and report as quickly as possible to the relevant Head who will oversee the disciplinary aspects of the enquiry
- If Children's Social Care seeks further investigations, they will open an enquiry. In these circumstances, Millfield Schools' internal disciplinary procedures will be suspended until cleared by Children's Social Care.

**This policy should be implemented regardless of whether the complainant is over or under 16. Parents should be informed as soon as a referral to Children's Social Care has been made by the Child Protection Liaison Person, unless to do so would put the pupil at greater risk of harm.**

## **Statement on confidentiality**

The management of confidentiality is an essential factor in all issues relating to Child Protection. The only purpose of confidentiality with respect to Child Protection is to benefit the child.

Staff should never give pupils or adults an absolute guarantee of confidentiality but must ensure that the information is disclosed only to the people who need to know.

It should be explained to children and young people that secrets cannot and should not be kept if keeping them means that they, or others, will continue to be harmed.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998 European Convention on Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or be in the best interests of the child, for example, where safety and welfare of that child necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

## **Policy on safeguarding and ICT**

### **SAFEGUARDING AND ICT GUIDELINES**

Protecting young people in the online world means thinking beyond the school environment. With the advance of Internet technology, pupils increasingly will have access to personal devices not covered by School network protection and therefore the emphasis should be on educating all users as to the risks involved and their obligation to act responsibly whilst online.

Safeguarding pupils in both the real and virtual world is the responsibility of all staff. Staff must be familiar with these guidelines and understand how to respond to e-safety incidents. Staff need to be vigilant for threats of radicalisation on line as well as cyber bullying or any other safety issues. Pupils will be taught through the curriculum including PSHEE and other pastoral support systems how to behave and build resilience in dealing with such matters.

All pupils should be made aware of the Millfield Pupil Safe & Acceptable ICT Use Policy and what to do if they have any ICT safeguarding concerns. Other school policies relating to Mobile devices and Social media also needs to be consulted. The Network Manager, the Esafety Coordinator and other key personnel may also be consulted with.

## **PROCEDURES FOR DEALING WITH INAPPROPRIATE/ILLEGAL INTERNET ACCESS OR MATERIAL**

Millfield Schools have installed robust web filtering software to ensure the protection of its pupils whilst accessing the Internet. It is recognised that no software is infallible, and the following procedures will be abided by where necessary.

Discovery of inappropriate websites, by staff or pupils, should be reported immediately to the Designated Safeguarding Lead, who in liaison with the Network Manager will consider referral to <https://ceop.police.uk/> and the Police.

Illegal material within the School's network is a very serious situation and must always be reported to the Police. Any incident that involves inappropriate adult access to legal material on Millfield Schools' premises will be dealt with by the School's disciplinary policy in conjunction with the Police.

### **Action in the event of discovery of illegal material:**

- seek immediate and specific advice from the Designated Safeguarding Lead who will consult with the Network Manager, the relevant Head and the Police
- prevent any further access to the device/network location until the correct advice is gained
- **unless absolutely necessary, DO NOT remove the power from a working device and under no circumstances start a device if it is already switched off**
- Consider if it is necessary to prevent remote access to the device/network location
- If it is believed that a member of staff or pupil who has left the site, could remove or damage evidence on the device remotely, unplug ONLY the network cable from the back of the device to prevent this access from occurring
- If the device is already turned off and it is no longer realistically possible to prevent further physical access (i.e. due to lack of supervision, high levels of access or an unoccupied location) disconnect the power at the base unit (not the wall) and remove the laptop. Store this device securely in a location where no one else can gain access to it and make a note of the date, time and name of the individual who performed this action.

**Under no circumstances should any member of staff attempt to conduct an investigation of their own or bring in an outside expert to do so as this may compromise the evidence if a legal case were to result. In some cases, this may constitute a criminal offence in itself.**

Further information regarding Safeguarding and ICT can be found in Annex C of [Keeping Children Safe in Education \(Sept 2019\)](#)

## Guidance on sexting

Details of how to respond to incidents of sexting can be found at the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/609874/6\\_2939\\_S\\_P\\_NCA\\_Sexting\\_In\\_Schools\\_FINAL\\_Update\\_Jan17.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_S_P_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf)

## Work Experience/Host families

Special Circumstances

[Keeping Children Safe in Education \(Sept 2019\)- See Annex E](#)

This needs to be run in conjunction with the Schools Policies and procedures for work experience, volunteers policy and overseas trips and tours

- Work Experience Procedure
- Volunteers Policy
- Overseas Trips and Tours Policy

## Policy on keeping staff safe

### Good Practice and Guidance on the Prevention of Allegations of Abuse - 'Safe School, Safe Staff'

Millfield Schools are committed to ensuring that relationships between staff and pupils are conducted on a professional basis. Anticipation of possible risks and seeking to prevent all reasonable risk of misunderstandings and false allegations are seen as part of this commitment.

Good practice includes valuing and respecting children as individuals and the adult modelling of appropriate conduct – please refer to the Code of Conduct for Staff. **It is recognised that it is the action rather than the intention that may subsequently give rise to problems.**

Early Years Foundation Stage (EYFS) only: EYFS and Pre Prep staff are not allowed to use personal devices such as phones, cameras or recording equipment to capture or record the pupils. They are not to be taken into classrooms and must only be used in designated staff areas. This is done with the sole intention of protecting our children from harm. Please see EYFS Mobile Phone Policy.

It is always recommended as good practice that all staff, where possible, only use Millfield owned devices to take photographs or record children (Refer to AUP).

### It is important for all staff and others in contact with children to:

- be mindful of safe working practices and alert to situations which may present risks and manage these
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- empower children – discuss with them their rights and responsibilities, what is acceptable and unacceptable, and what they can do if there is a problem.

### Staff and others must never:

- hit or otherwise physically assault children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive

- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- discriminate against, show differential treatment, or favour particular children to the exclusion of others
- never touch a child in a way which may be considered indecent – e.g. never touch a pupil below the shoulder unless there is a justifiable reason
- do anything of a personal nature for a pupil that he/she can do for him/herself
- indulge in horseplay, tickling or other games involving physical contact.

**Staff and residential staff should:**

- avoid inviting pupils (groups or individuals) to their homes unless there is a good reason and it has been approved by Senior Management. This prohibition also applies where staff have onsite accommodation, outside of the boarding house environment
- not give pupils their home address, home telephone number, mobile telephone number, or email address
- not give a pupil a lift in their own vehicle other than on school business and with permission from the Headmaster / Headmistress

This is not an exhaustive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour or be open to misinterpretation.

**If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded in writing as soon as possible and given to the DSL with a copy placed on the child's file.**

## **Responding to the needs of children requiring extra help to protect and promote their welfare**

Staff vigilance may identify children who may not reach external agencies' thresholds for intervention but still need our help to protect and promote their welfare in and out of school. Information can be found at the following link: [Effective Support for Children & Families in Somerset.](#)

These children will be high priority in our pastoral system and should be well known to key pastoral staff and prioritised within the school. When dealing with these children the key points are:

- Listen and give the children time and space to talk safely
- Remember that no child under the age of 16 years can give informed consent to sexual activity. It is important to operate within Somerset Safeguarding Partnership (SSP) guidance on this issue and the handling of children under 16 years old.
- Record actual comments and concerns raised without putting words into their mouths
- Recognising that the child is free to speak to whomever they feel comfortable with, not just dedicated counsellors and pastoral staff
- Remember - never promise confidentiality
- Engage parents where appropriate and talk openly but do not avoid talking to Children's Social services if there are concerns about the welfare of the child at home. Never share concerns with parents if you are at risk of causing further damage to the child. In these matters take advice from DSL or Children's Social care team.
- Take advice from external agencies and cooperate fully with them

- Understand the differences between “actual” harm and “likely” harm and what needs to be done
- Teaching online safety in School (June 2019)
- Relationships Education, Relationships and Sex Education (RSE) and Health Education Statutory guidance for governing bodies, proprietors, head teachers, principals, senior leadership teams, teachers (February 2019)

## Related Documentation

- Keeping Children Safe in Education -September 2019
- Teaching Online Safety in School -June 2019
- Keeping Children Safe In Education- September 2018
- Working Together to Safeguard Children -September 2018
- Disqualification under the Childcare Act 2006 - September 2018
- Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers - July 2018
- Promoting the education of looked after children and previously looked after children Statutory guidance for local authorities- February 2018
- Keeping Children Safe In Education- September 2017
- Prevent and Tackling Bullying – July 2017
- Children Missing Education – September 2016
- Keeping Children Safe in Education - September 2016
- The Use of Social Media for online radicalisation -July 2015
- Keeping Children Safe in Education – Part 1 (March 2015) DfES -March 2015
- Mental Health and Behaviour in schools - March 2015
- Counselling in Schools: A Blueprint for the Future – March 2015
- Teacher misconduct: the prohibition of teachers July 2014 (updated- 31 October 2015)
- Working Together to Safeguard Children- 2010 (updated version March 2015) DfES
- Mandatory Reporting of Female Genital Mutilation- procedural information – HM Office October 2015
- The Prevent Duty – Departmental advice for schools and childcare providers – June 2015
- Teacher misconduct: information for teachers. A guide for teachers subject to teacher regulation disciplinary procedures –June 2015
- Prevent Duty Guidance for England and Wales – HM Government – March 2015
- Keeping Children Safe in Education DfES (2015)
- “Prevent” Counter-Terrorism and Security Act -(2015)
- ‘Statutory guidance on children who run away or go missing from home or care’ DfEs (-Jan 2014) DfES
- Dealing with Allegations of Abuse against Teachers and Other Staff (October 2012) DfESDfES- October 2012
- Safeguarding Children and Safer Recruitment in Education (2007, updated 2010) DfES – 2007, updated 2010
- Disqualification under the Childcare Act 2006 (by association) - 2006
- ‘Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff’ - DfES/2044/-2005
- ‘Safeguarding Children: Safer recruitment and selection in education’ - DfES/1568/-2005
- ‘Safeguarding children in Education’ - DfES/0027/-2004
- What to do if you are worried that a child is being abused - DfES [www.dfes.gov.uk](http://www.dfes.gov.uk) - 2005

- Care Standards Act 2000 and Children Act 1989 and 2004 (Section 17 and 47) South West Child Protection Procedures (SWCPP)  
<http://www.proceduresonline.com/swcpp/somerset/index.html>
- Associated guidance replace Chapter 5 of SCSRE
- Sexting in schools and colleges: responding to incidents and safeguarding young people: UK Council for Child Internet Safety
- Regulated Activity in relation to children: scope
- UK Safer Internet Centre: Appropriate Filtering and Monitoring

## Related School Documentation-

For the policies, please see [here](#).

- Whistle Blowing Policy
- Millfield Safer Recruitment and Selection Policy
- Anti-bullying policy
- Equal Opportunity Policy
- Esafety Policy
- Acceptable Usage Policy
- Behaviour and Discipline policy
- Staff Code of Conduct
- EYFS documentation
- Health and Safety Policy
- Peer on Peer Abuse Policy
- Missing Children Policy
- Risk Assessments including off site activities
- AEN policy
- EAL policy
- Staff misconduct and discipline policy
- Safe and Acceptable Use of IT Policy
- Social Media Policy
- PSHEE and Relationships Education, Relationships and Sex Education (RSE) Policy.

Further local safeguarding partner arrangements documents can be found on <http://sscb.safeguardingsomerset.org.uk/>

**The Safeguarding Policy and Child Protection Procedures will be reviewed at least annually and in the light of statutory changes and after any child protection concern.**

### Useful Contacts:

- Children's Social Care (Somerset Direct) 0300 123 2224 – contact LADO via this number
- Police 101 or 999 emergency
- NSPCC Whistleblowing Helpline 0808 028 0285
- Police Prevent Team 01793 507926
- Avon and Somerset Prevent 01278 647466 [prevent@somerset.gov.uk](mailto:prevent@somerset.gov.uk)
- Regional Channel Coordinator 0117 9455539 [channelsw@avonandsomerset.pnn.police.uk](mailto:channelsw@avonandsomerset.pnn.police.uk)
- DfE dedicated helpline and mailbox for non-emergency advice for Governors and staff:  
020 7340 7264 [Counterextremism@education.gov.uk](mailto:Counterextremism@education.gov.uk)

- EYFS/Ofsted – 0300 123 1231 [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)
- Childline/NSPCC 0800 11 11
- Disclosure and Barring Services 0300 0200 190 [customeroffices@dbs.gsi.gov.uk](mailto:customeroffices@dbs.gsi.gov.uk)
- UK Council for Internet Safety
- National Education Network (NEN)

## Appendix I

### KEEPING STAFF SAFE

#### Communication with Children and Young People at Millfield Schools (*including the Use of Technology*)

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.

Internal e-mail systems should only be used in accordance with the organisation's policy.

#### Taken from:

*This means that the organisation should:*

- *have a communication policy which specifies acceptable and permissible modes of communication*

*This means that adults should:*

- *not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites*
- *only use equipment e.g. mobile phones, provided by organisation to communicate with children, making sure that parents have given permission for this form of communication to be used*
- *only make contact with children for professional reasons and in accordance with any organisation policy*
- *recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible*
- *not use internet or web-based communication channels to send personal messages to a child/young person*
- *ensure that if a social networking site is used, details are not shared with children and young people and privacy settings are set at maximum.*

## **Appendix II: Safer Recruitment of Staff (NB to be read in conjunction with Millfield Schools' Safer Recruitment and Selection Policy)**

Issues relating to child protection and the welfare of pupils are central to the process of appointing both teaching and support staff.

The appointment process is designed to deter potential offenders from applying; all advertisements should make reference to the Safeguarding Policy. All applicants are required to complete application forms which are scrutinised for discrepancies, anomalies and gaps in employment, and are designed to prompt interviewers to detect lacunae, frequent changes of jobs and movement around the country. They state the primacy of child protection concerns at the school and require a declaration of past convictions and whether or not the candidate is on the barred list and disqualified from working with children.

- Ideally references should be sought on all short-listed candidates, and should be obtained prior to interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. Where a reference has not been obtained before interview, ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed. References should be completed on a reference pro forma and include sections requiring declarations of concerns raised, whether proven or not, which relate to the safety and welfare of children. References must be from at least two sources or institutions, and should always be sought and obtained directly from the referee. On receipt, the written reference should be checked to ensure all specific questions have been answered and information provided correctly corresponds with that on the candidates application form.
- When interviewing, at least one member of the interview panel must have completed the Safer Recruitment in Education training. The Heads will, where possible, be accompanied by a member of the Senior Leadership Team when interviewing so that proceedings may be recorded. Support staff will be interviewed by a member of the Human Resources team together with the relevant line manager. Senior staff will be interviewed by the Finance Director and the Head of Human Resources. Those interviewing must not be afraid to ask difficult questions of the candidate or referee.
- On the day of interview, identity and qualification checks must be conducted and verified for each candidate by scrutiny of appropriate original documents. A form of photographic identification should be sought, except in exceptional circumstances, combined with evidence of address. Satisfactory explanations for gaps in employment history should also be sought at interview.
- Offers of appointment for all staff should be conditional on satisfactory completion of the following pre-appointment checks and a probationary period; references, identity, qualifications, right to work in the UK, DBS, the barred list, prohibition from Management check (for those appointed to a managerial role), prohibition from teaching check, disqualification declaration for those working or directly concerned in the management of Early Years settings, and medical declaration. Where the appointee has lived outside of the UK in the last 10 years further checks should be obtained i.e. Certificate of Good Conduct.

Any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority (DBS). Any raised concern, whether proven or not, will be reported in staff references.

- In addition to staff files the Head of Human Resources will keep and maintain a single central record of recruitment and vetting checks to ease checking against names if enquiries are made or concerns raised.

Where an employee (teaching or non-teaching) is provided by a third party, identity checks must be conducted. The School will obtain written confirmation from supply agencies or third-party organisations that agency staff or other individuals who may work in the school have been appropriately checked and are suitable to work with children. Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained by the school confirming their suitability to work with children.

In relation to the DBS the written notification from the agency must confirm that relevant DBS disclosures have been requested for that individual, whether or not the disclosure has been received, and if received whether it included any disclosed information. Other adults, who will come into direct contact with pupils as part of their business with the School, or on an infrequent basis, will need an Enhanced DBS disclosure and identity checks conducted.

- Assurance will be obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with Millfield pupils on another site (for example, in a separate institution).

## Appendix III - Children Act Sections 17 and 47

### Section 17

**17 Provision of services for children in need, their families and others.**

<http://legislation.data.gov.uk/ukpga/1989/41/section/17/data.htm?wrap=true>

### Section 47

**47 Local authority's duty to investigate.**

<http://legislation.data.gov.uk/ukpga/1989/41/section/47/data.htm?wrap=true>

**For the Recruitment and Selection Checklists for both Support and Sport Staff and Teaching Staff please see [Human Resources](#).**

### Glossary

SSP is an abbreviation for the Somerset Safeguarding Partnership (SSP) the new name for the Local Safeguarding Board (LSCB).

Policy owner	ASC/TAH
Reviewed on	September 2019
Review by date	September 2020
Approved by Governor Committee	Full Board
Audited on	01/09/2019
Audit by date	01/09/2020
Publication	Xtranet, Portal, Website, ISI Policy (Part 6) Website