



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Child Protection and Safeguarding
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Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

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External Safeguarding Contacts

If a pupil is at immediate risk of harm	Police 999		
To make an URGENT referral	Children's Social Care, First Response 0117 9036444 Out of Hours Emergency Duty Team 01454 615165		
To make a NON-URGENT referral (parental/carer consent required)	Children's Social Care, First Response www2.bristol.gov.uk/form/child-or-young-person-request-support-or-report-concern Police 101		
To raise concerns and ask for guidance in relation to the conduct of someone who works with children contact the Local Area Designated Officer (LADO)	Bristol Nicola Laird 0117 9037795 nicola.laird@bristol.gov.uk Complete the form for allegations of abuse made against a person who works with children (Appendix 6) on all occasions when an allegation is made against a member of staff, visitor or volunteer and fax to 0117 9037153 Bath and North East Somerset Mel Argles 01225 396810 Melanie Argles@bathnes.gov.uk , LADO@bathnes.gcsx.gov.uk North Somerset 01275 888211 (Designated Officer for Allegations DOFA) South Gloucestershire 01454 866000		
To raise concerns and ask for advice about radicalisation, terrorism and extremism	Children's Social Care through First Response 0117 9036444	Police Prevent referrals/advice 01278 647466 channelsw@avonandsomerset.pnn.police.uk Anti-terrorist hotline 0800 789321 Non emergency 101	Non-emergency advice 020 73407264 Monday to Friday, 9am-6pm Counter-extremism@education.gov.uk
If you suspect that a pupil is at risk or is already the victim of Female Genital Mutilation (FGM)	Call the Police on 999 if the child is in immediate danger otherwise call 101 Avon and Somerset Police Female Genital Mutilation Lead DCI Leanne Pook Leanne.pook@avonandsomerset.pnn.police.uk		
If you suspect that a child is missing from education	0117 3521438 childrenmissingeducation@bristol.gov.uk		
For advice and guidance about whether to make a referral contact Families in Focus	North Bristol 0117 3521499	East/Central Bristol 0117 3576440	South Bristol 0117 9037770
For information, advice and guidance in relation to safeguarding policy and procedures contact the Safeguarding Advisor	North Bristol Lesley O'Hagan 0117 9223786	East/Central Bristol Henry Chan 0117 9224282	South Bristol Helen Goodchild 0117 9222710

Related Policies/Documents

Attendance

Child Protection and Safeguarding – Allegations, Anti-bullying, Confidentiality, Intimate care and Preventing Radicalisation

Complaints

E-safety

Lost Pupil

Mental Health

Misconduct and Discipline

Online Filtering and Monitoring

Positive Handling and Use of Reasonable Force

Recruitment, Selection and Disclosure

Reporting Concerns and Disclosures

Whistleblowing

Child protection and safeguarding requires a proactive approach involving planning to keep children safe and must be at the forefront of all thoughts, actions, policies and procedures to ensure the School's commitment to acting in the best interest of the pupil. These arrangements follow guidance issued by the Secretary of State starting with a universal response at level one. Level one plus, provides additional support where universal services hold onto a child but receive additional support to prevent the child and family needing to access higher tier services. This could be single or multi agency response. At level two, escalating needs brings in targeted support using a coordinated Multi-Agency Response and the Families in Focus Team. At level three, children will require intensive support and protection under s.17 and s.47 Children Act 1989. This is the threshold for child in need, child protection.

This and all other Child Protection and Safeguarding Policies reflects Clifton High School's commitment to child protection and safeguarding. It is developed from legislation documents The Children Act 2004, Education Act 2011, and complies with Working Together to Safeguard Children (July 2018), Keeping Children Safe in Education (KCSIE)(September 2019), Channel Duty Guidance (2015), What to do if you're worried a child is being abused - advice for practitioners (March 2015), Guidance for safer working practice for those working with young people in education settings (October 2015), Disqualification under the childcare act 2006 (August 2018), Prevent Duty Guidance for England and Wales (July 2015), The use of social media for on-line radicalisation (July 2015), Information Sharing (2018) and any additional guidance issued by the Secretary of State. There is an agreed protocol as to how the different services and professional groups should co-operate to safeguard children to ensure good outcomes for the child. This policy follows guidance from Bristol Safeguarding Children Board (BSCB) for interagency child protection and safeguarding procedures.

Circulation

This policy is addressed to teaching staff, tutors teaching FECP, all business support staff including lunch supervisors, Early Bird and After School Activity Club (ASAC) staff, peripatetic self-employed staff using Clifton High School premises, cleaners, sports coaches, Members of the Council of Governors, any volunteers working on behalf of the school in a paid or un-paid capacity, visitors as well as any paid contractors who are working on site during term time. Throughout this policy, the word staff is used to reflect the whole circulation.

Promotion of this Policy and statement

All school documentation must contain the statement that 'Clifton High School is committed to child protection and safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.'

Aims

At Clifton High School, our aim is to provide a happy and safe environment for all pupils and to ensure that the welfare and safety of all children or young people entrusted to us is our paramount consideration. Maintaining our strong culture of safety is everyone's responsibility.

We respect the rights of every pupil to

- Be free from any abuse or discrimination
- Have staff at Clifton High School with whom they can feel confident to discuss concerns regarding child protection and safeguarding
- Always have their self-esteem and self-confidence nurtured
- Be educated in all matters to ensure that they have the skills to stay safe, be healthy, enjoy and achieve, make positive contributions and achieve economic well being

Role of the School

The School must

- Provide a Designated Safeguarding Lead (DSL) who is a member of the Leadership Team and Designated Safeguarding Lead Support (DSLs)(EYFS) for child protection and safeguarding
- Respect each pupil's right to privacy regarding abuse but within the requirements of all school policies
- Act to promote the welfare of a child in need of additional support, even if they are not suffering harm or at immediate risk
- Ensure all staff are trained to be aware of the possibility of abuse and specific safeguarding issues and the potential signs to observe every two years
- Inform parents that all the Clifton High School Child Protection and Safeguarding Policy are available on the open section of the school website or available on request from the School Office
- Keep up to date and implement all the Child Protection and Safeguarding Policies
- Implement a policy on reasonable use of force (refer to the Positive Handling and Use of Reasonable Force Policy)
- Provide opportunities for pupils to be listened to for example at the School council or the School Counsellor

Role of the DSL and DSLs

The DSL has overall responsibility for child protection and safeguarding. In the absence of the DSL, the relevant DSLs will take on the additional responsibilities of the DSL. All DSL and DSLs have a detailed job description, the key points of which are as follows.

The actions taken by the DSL must keep the welfare of all pupils at the forefront by

- Considering, always, what is in the best interests of the child to protect them from abuse
- Promoting an attitude within the school of 'it could happen here' where safeguarding is concerned
- Promoting an understanding that it is everyone's responsibility to play a role in identifying concerns, sharing information and taking prompt action
- Updating all Child Protection and Safeguarding Policies at least annually
- Implementing all Clifton High School Child Protection and Safeguarding Policies and ensuring each member of staff has access to it
- Holding overall responsibility for online safety of all pupils including ensuring the implementation of the E-safety and Online Filtering and Monitoring Policy

- Considering the lawful right and interests of Clifton High School community as a whole including its staff
- Ensure staff are aware that anyone can make a referral

Manage referrals

The DSL or DSLS's must

- Refer cases of suspected abuse to the local authority Children's Social Care as required
- Support staff who make referrals to local authority Children's Social Care
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make a direct referral to the Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime has been committed to the Police as required

Child Protection files

The DSL or DSLS's must

- Transfer child protection and safeguarding files to the new school of a pupil who has left

Work with others

The DSL will

- Work closely with the Head of School, Deputy Head of School with responsibility for child protection and safeguarding and the Designated Members of Council keeping them always informed
- Act as a source of support, advice and expertise for all staff
- Work closely with the School Counsellor, School Nurse and Health and Wellbeing Practitioners
- Remain up to date with multi agency working by maintaining contact with Bristol North Families in Focus Team, attending multi agency network meetings and attending DSL network meetings

Training

The DSL must

- Along with the DSLS's, undertake refresher training every two years. This will include local interagency working protocols and the Bristol Safeguarding Children Board's approach to the Prevent Duty
- Ensure up to date Prevent Duty awareness has been completed
- Provide training for all staff in line with advice from BSCB and when new legislation is received
- Ensure that all staff have read and understood Part One and Annex A of KCSIE (September 2019) including all new or temporary staff and volunteers
- Carry out face to face induction training for all new staff, including temporary staff and volunteers which covers all Clifton High School Child Protection and Safeguarding related Policies and Procedures
- Keep up to date through research

Raising awareness

The DSL

- Keeps staff regularly updated on child protection and safeguarding in staff briefings and through email
- Keeps parents updated through the school website, email, guidance booklet for parents and talks
- And DSLS's keep pupils updated through assemblies and presentations by visitors

Availability

The DSL is easily contactable in emergencies during school hours via the designated mobile phone for child protection and safeguarding. The number is available to all staff. In the absence of the DSL, the Deputy Head with responsibility for Child Protection and Safeguarding can be contacted on the internal telephone system.

Role of Designated Members of Council for Child Protection and Safeguarding

The Designated Members of Council have a detailed job description; the key points state that they must

- Ensure that all Clifton High School Child Protection and Safeguarding Policies are consistent with all local and national legislation
- Manage allegations regarding the Head of School
- Meet with the Child Protection and Safeguarding Team termly
- Undergo appropriate training no less than every two years
- Attend annual update sessions held at the School

The Council of Governors undertakes a review of all child protection and safeguarding arrangements and procedures annually.

Role of members of staff

Every member of staff of Clifton High School is under a duty to be aware of all the Child Protection and Safeguarding Policies and in following it they must

- Know how to access and implement the policies, independently if necessary
- Consider, always, what is in the best interests of the child in order to protect them from abuse
- Maintain an attitude of 'it could happen here' where safeguarding is concerned
- Understand that it is everyone's responsibility to play a role in identifying concerns, sharing information and taking immediate action
- Be aware of indicators of abuse and neglect, recognising the particular vulnerabilities of those with Special Educational Needs. Refer to Appendix 1 and KCSIE (September 2019)
- Be prepared to identify any children who may benefit from early help and be particularly alert to the specific groups of children identified in KCSIE (September 2019)
- Understand that they may be required to support other agencies and professionals in an early help assessment by Families in Focus
- Keep an accurate record of any significant complaint, conversation or event using Cura or the Confidential Disclosure Form (Appendix 2)
- Be able to follow the referral process should they have a concern about a child's welfare as set out in KCSIE (September 2019)
- Report all matters of concern to the DSL or DSLs either initially or following referral to First Response (Children's Social Care)
- Be aware that safeguarding issues can manifest themselves via peer on peer abuse
- Not assume a colleague or other professional will act by sharing information that might be critical in keeping children safe
- At Clifton High School all staff must read and understand Part One of KCSIE and Annex A: Further information (September 2019) and acknowledge this in writing to the DSL who will ensure that it is recorded on the Schools, Information, Management System (SIMS)
- Attend an annual update on the Child Protection and Safeguarding Policy and Procedure in preparation for the start of each academic year and any further update sessions held when necessary
- Undertake refresher training every 2 years provided by the BSCB or equivalent company and organised by the School

Clifton High School operates full safe recruitment procedures (including DBS checks and complies with Independent School standards Regulations). Refer to the Recruitment, Selection and Disclosure Policy.

Procedures

General signs of abuse

The earlier child abuse is caught, the better the chance of recovery and appropriate treatment for the pupil. The signs of abuse are not always obvious and a pupil may not tell anyone what is happening to them. Sometimes pupils do not realise that what is happening to them is abuse. They mature and develop at different rates and this should be considered. There may be other contextual factors relating to the family background which may add to the school's concern, for example

- Poor relationships between parent and the pupil
- Stress within the family
- Unrealistic parental expectations of the pupil

Members of staff need to be vigilant to the signs listed below

- Regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- Showing an inexplicable fear of places or making excuses to avoid particular people
- Knowledge of 'adult issues' for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- Angry outbursts or behaving aggressively towards other children, adults, animals or toys
- Becoming withdrawn or appearing anxious, clingy or depressed
- Self-harming or thoughts about suicide
- Changes in eating habits or developing eating disorders
- Regularly experiencing nightmares or sleep problems
- Regularly wetting the bed or soiling their clothes
- In older children, risky behaviour such as substance misuse or criminal activity
- Running away or regularly going missing from home or care
- Not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a pupil is being abused. Changes in a pupil's behaviour may be caused by reasons such as a bereavement or relationship problems between parents. In assessing whether signs are related to abuse or not, they need to be considered in the context of the pupil's development and situation.

Child abuse may fall into one or more of the following categories, physical abuse, emotional abuse, sexual abuse and neglect. In reality, there is much overlap between these.

Refer to Appendix 1 for detailed definitions on types of abuse and specific safeguarding issues.

Action

The DSL or DSLS's are responsible for co-ordinating action within the school and their action will consider the South West Child Protection procedures displayed on the website www.online-procedures.co.uk/swcpp and guidelines set out in KCSIE (September 2019).

The action taken depends on the level of concern about a pupil.

If a pupil is at immediate risk of harm the Police must be contacted on 999.

If a pupil is likely to suffer or is suffering significant harm a referral must be made to Children's Social Care immediately. It is normal procedure that the DSL OR DSLS's will make this referral, although anyone can make a referral. The First Response team make the final decision if this risk meets the threshold of abuse. Subsequently the Head of School must inform a Designated Member of Council for Child Protection and Safeguarding of a referral of child abuse.

For cases where an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl who is under the age of 18, there is a specific legal duty on the teacher who discovers this to report it to the Police. This can be done by calling 101 or if it is suspected that a pupil is in immediate danger, call 999 immediately. It is a requirement to then inform the DSL or DSLS's. Refer to KCSIE (September 2019), Annex A for further details.

If a concern is raised about a pupil, who is not at risk of significant harm the DSL OR DSLS will contact the Families in Focus Team to discuss the case and seek advice without initially naming the pupil or the family. Any member of staff can refer their concerns in this way although it is normal practice to go through the DSL OR DSLS. Refer to page 2 and Appendix 3 for all contact numbers.

Some disclosures and suspicions of child abuse or specific safeguarding issues can be dealt with by the DSL OR DSLS's such as referring the pupil to the School Nurse or School Counsellor or linking to other agencies – such as signposting a family to parenting classes or suggesting the pupil goes to the GP. Disclosure or suspicion of abuse will be referred to an external agency by the DSL or DSLS's such as Children's Social Care, Channel or the Police.

An anonymous report will be acted upon in the same manner, as any other report but this fact will be kept in mind when considering the context of the abuse or specific safeguarding issue. Decisions to seek support for a child in need, or about whom there are concerns of radicalisation will normally be taken in consultation with the parent and pupil, however when there are reasonable grounds to believe that the pupil is at risk of significant harm then consent to make a referral is not required.

If any injury is so serious that immediate medical treatment is required, the DSL OR DSLS will arrange for the pupil to be taken to hospital. The parents will be informed that this action has been taken unless this puts the child at risk of further harm.

It is essential that pupils who are made known to staff to be at risk, or about whom there has been concern in the past, are observed closely in school and that the appropriate person is alerted immediately if there are any further concerns.

Guidance when talking with a child or young person where Disclosure/Suspicion of Abuse is a possibility

Where a pupil feels able to disclose abuse to a member of staff it is generally a sign of a strong and trusting relationship. Care will be needed to offer reassurance to the pupil and at the same time to explain the need to involve other adults. Do not promise confidentiality. Refer to the Child Protection and Safeguarding - Confidentiality Policy.

The member of staff should talk with the pupil in a quiet area where there are not likely to be any interruptions. The member of staff should be aware of the importance of adopting a supportive and listening role. Staff should not attempt to cross-question or, where physical abuse is concerned, to seek visual evidence of this. It is also important to remember that it is a difficult subject for a pupil to discuss and in addition, they may be afraid of the implications of "telling" or may even be under threats of reprisals.

The Reporting Concerns and Disclosures document gives clear guidance for members of staff. It is available on the Clifton High School website and hard copies are stored in key places within the school. Members of staff are either emailed a copy or given a hard copy annually. In addition, the School Office can provide a copy of this guidance during working hours.

Action to be taken by a member of staff after a Disclosure/Suspicion of Abuse has been made

The member of staff must ensure that a disclosure is dealt with immediately. It is normal for the member of staff to refer this to the DSL OR DSLS using the Confidential Disclosure Form (Appendix 2) although anyone can make a referral. If anyone other than the DSL makes a referral, that person must inform the DSL, as soon as possible.

The DSL OR DSLS's together with the Head of School and after consulting with the Designated Member of Council will decide on the appropriate action. An urgent referral must be made immediately to provide the Police/Children's Social Care with as much time as possible to arrange the appropriate response. Any delay can affect the outcome for the child.

Records to be made following a Disclosure/Suspicion of Abuse

Clifton High School will need to make available to the Children's Social Care, records made on Cura or the Confidential Disclosure Form (Appendix 2) completed by the relevant staff giving a factual account of incident, information or disclosure. Any details of discussions held and decisions made, along with the reasons for those decisions, should be recorded on Cura.

It is important to record in detail all available information since legal proceedings may arise from the investigation that follows a referral. The contents of this record sheet are extremely sensitive and strictly confidential and are to be passed to DSL OR DSLS's immediately for an urgent referral or with within 24 hours to raise a concern.

Information relating to individual cases is kept separately from other information held on the pupil on Cura.

When a pupil, who is known to be at risk, transfers to another school, the DSL or DSLS's will forward details of the current situation and past concerns. All confidential records will be sent under separate cover.

Complaints

If a parent considers that the School has not operated any of the Child Protection and Safeguarding Policies correctly, they may submit a complaint under the Complaints Policy which is on the School website or available free on request from the School Office. If a member of staff has a concern about the School's child protection and safeguarding practice and procedures then they should follow the Whistleblowing Policy.

Success Criteria - Monitoring

The DSL OR DSLS's will monitor the operation of all the Child Protection and Safeguarding Policies and make an annual report on child protection and safeguarding practice to the Governors. This process of annual review will ensure that the school's policy and procedures are in accordance with statutory and local authority guidance.

When a deficiency is identified in the child protection and safeguarding arrangements, the senior leadership team take this very seriously and remedy concerns immediately. The DSL or DSLS's complete an annual audit for BSCB.

Appendix 1

Types of Abuse and other specific Safeguarding Issues

Abuse is 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. Children may be abused in a family or in an institutional community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical abuse is 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.

Emotional abuse is 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. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), sexual violence, sexual harassment and sexting. Staff should be clear as to the Clifton High School policy and procedures with regards to peer on peer abuse.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may 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.

Specific safeguarding issues

Specific forms of abuse and safeguarding issues include

- Bullying including cyberbullying
- Child missing from home or care
- Drugs
- Fabricated or induced illness (FII)

- Faith abuse
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- ‘Honour’ based violence (HBV)
- Mental health (see below)
- Missing children and adult’s strategy
- Private fostering
- Preventing radicalisation (see below)
- Relationship abuse
- Sexting
- Trafficking

Annex A: Further information on page 16 of KSCIE (September 2019) provides additional information about specific forms of safeguarding issues. These are

- Children and the court system
- Children missing from education (see below and Annex A)
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation: county lines
- Domestic abuse
- Female genital mutilation (FGM) (see below and Annex A)
- Homelessness
- So-called ‘honour based’ violence
- Preventing radicalisation (see below and Annex A)
- Peer on peer abuse
- Sexual violence and sexual harassment between children in schools

All members of staff are provided with a copy of this Annex and must sign to say that they have read and understood its contents.

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power 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 or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur with the use of technology.

Child missing from education (CME) refers to children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately or in alternative provision. This does not apply to children who are registered at a school who are not attending regularly. A referral must be made when a pupil is no longer at the school and has not started at a new school.

Contact

Email: childrenmissingeducation@bristol.gov.uk

Telephone: 0117 3521438

Referral form

<https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme>.

Pupils missing out on education (PME) refers to children on roll who are missing out on education as they are not attending regularly. Refer to the Attendance policy.

Members of staff have a duty to follow the school's procedures to identify and respond to pupils on roll who go missing particularly on repeat occasions. Refer to the Lost Pupil Policy.

Female genital mutilation (FGM) is the partial or total removal of external female genitalia or other injury to the female genital organs for non-medical reasons. It's also known as female circumcision, cutting or Sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

For cases where an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl who is under the age of 18, there is a specific legal duty on the teacher who discovers this to report it to the Police. This can be done by calling 101 or if it is suspected that a pupil is in immediate danger, call 999 immediately. It is a requirement to then inform the DSL or DSL's.

Mental Health problems often start early in life and can have long-term and wide-ranging consequences – especially if they are not addressed. Prevention and early intervention can reduce and prevent these long-term adverse effects. Refer to the Mental Health Policy.

Preventing Radicalisation

All members of staff at Clifton High School understand their statutory duty to help protect all pupils from extremist and violent views. Protecting children from radicalisation is seen as part of its wider safeguarding duties. The purpose should be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and British Values. Refer to the Child Protection and Safeguarding - Preventing Radicalisation Policy.

Children with special educational needs (SEN) and disabilities

These pupils can face additional safeguarding challenges. It is important to consider the fact that additional barriers can exist when recognising abuse and neglect in this group of children. These can include

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

Sources of further information

www.nspcc.org.uk

www.gov.uk

[What to do if you are worried about a child being abused 2015](#)

Part One of KCSIE (September 2019) and Annex A

Appendix 2

Child Protection and Safeguarding – Confidential Disclosure Form

Ensure that the report is a full, clear and factual record as it may be used for evidence. It should be signed and dated by both parties if possible.

If you think a pupil is at risk of immediate harm you must pass on this information immediately. If this is not the case it must be passed to the Designated Safeguarding Lead (DSL) or Designated Safeguarding Lead Support (DSLS) (EYFS) within 24 hours.

Pupils Name	Form
Reason for recording the incident	

Record the following	
Who?	
What?	
Where?	
When?	
Pupils Signature (where possible)	Date
	Time
Staff Signature	Date
	Time

Appendix 3

Contact details of all local Social Care Departments

Bristol Safeguarding Children Board (BSCB)

Area Social Work offices

If contact is needed about a child who has a social worker, please contact the social worker at their area social work office. Phone lines are open Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm.

Social Work Assessment Teams and Area Social Work Teams are based in these offices.

North Bristol

Ridingleaze, Lawrence Weston, BS11 0QE

Telephone 0117 9038700

East / Central Bristol

Welsman, Princes Street, St Pauls, BS2 9JA

Telephone 0117 903 6500

Fax 0117 903 6789

South - Broadwalk (Knowle)

Broadwalk, Knowle, BS4 2QY

Telephone 0117 903 1414

Fax 0117 903 1333

South - Symes House (Hartcliffe)

Symes House, Hartcliffe, BS13 0EE

Telephone 0117 353 2200

Fax 0117 353 2202

Bath and North East Somerset Local Safeguarding Children Board

If you have a concern about a child or young person, please call the Children and Families Assessment and Intervention Team on 01225 396312 or 01225 396313

North Somerset Safeguarding Children Board (NSSCB)

If you are currently worried about a child who you believe is at risk, being ill-treated or neglected, please speak to the Single Point of Access (SPA) on 01275 888808.

Normal office hours are Monday to Thursday 8.45am until 5pm and Friday from 8.45am until 4.30pm.

South Gloucestershire Safeguarding Children Board

To report possible abuse or for general advice, contact the Children and Young People Information Service on 01454 866000. Normal office hours are Monday to Friday from 9am until 5pm.

For all areas, if outside of office hours, please call the Emergency Duty Team on 01454 615165

If a child or young person is in immediate danger then please dial 999 and ask for Police assistance.

Other numbers that are available:

- Police Child Abuse Investigation Team (CAIT): 0117 9454320
- Public Protection Unit of the Police: 0117 9455969
- NSPCC 24-hour Helpline: 0800 800 5000 (free from a landline)
- NSPCC Asian Languages Helpline: 0808 800 5000 (free from a landline)
- NSPCC Text helpline: 88858 (service is free and anonymous)

Appendix 4

Allegations of abuse made against a person who works with children

This form is to be completed on all occasions when an allegation is made against a member of staff, volunteer or carer and faxed to **0117 9037153**

Details of member of alleged perpetrator involved in incident							
Full Name:		D.O.B:					
Post Held:							
Home Address:							
Details of pupil(s) / Child(ren) involved in incident							
Full Name:		D.O.B					
Home Address:							
Name of Parent:							
Lead Professional contact details:							
Details of alleged incident							
Date and Time of Incident:		Location of Incident:					
Brief circumstances of incident including potential witnesses, any precipitating factors, injuries sustained (if applicable) and details of any previous incidents							
Signed		Name		Contact		Date	
DSM signature						Date	
(DSM must send to Strategy Leader within 1 working day of receiving allegation.)							
Discussion(s), decisions reached and action taken (within 3 working days from initial discussion, within 10 working days for further investigation or within 15 for disciplinary hearing)							
Strategy Meeting held:		Police CAIT informed:					
Date(s) child's parent informed of the a) allegation, b) outcome:				a)		b)	
Date(s) staff/volunteer/carers or informed of the a) allegation, b) outcome:				a)		b)	
Date OFSTED informed:		Signed Service Manager S&QA:				Date:	

Copies to: Service Manager Safeguarding and Quality Assurance, Designated Senior Manager (DSM), Copy retained in referrers records, key professionals (please identify), OFSTED