



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Child Protection and Safeguarding</b>
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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	<b>Police</b> 999		
To make an <b>URGENT</b> referral	<b>Children's Social Care, First Response</b> 0117 9036444      Out of Hours Emergency Duty Team 01454 615165		
To make a <b>NON-URGENT</b> referral (parental/carer consent required)	<b>Children's Social Care, First Response online form</b> <a href="https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response">https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response</a> <b>Police</b> 101		
To raise concerns and ask for guidance in relation to the conduct of someone who works with children contact the <b>Local Area Designated Officer (LADO)</b>	<b>Bristol</b> Nicola Laird 0117 9037795 <a href="mailto:nicola.laird@bristol.gov.uk">nicola.laird@bristol.gov.uk</a> 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 <b>0117 9037153</b> <b>Bath and North East Somerset</b> Mel Argles 01225 396810 <a href="mailto:Melanie_Argles@bathnes.gov.uk">Melanie Argles@bathnes.gov.uk</a> , <a href="mailto:LADO@bathnes.gcsx.gov.uk">LADO@bathnes.gcsx.gov.uk</a> <b>North Somerset</b> 01275 888211 (Designated Officer for Allegations DOFA) <b>South Gloucestershire</b> 01454 866000		
To raise concerns and ask for advice about <b>radicalisation, terrorism and extremism</b>	<b>Police Prevent referrals and advice</b> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:channelsw@avonandsomerset.police.uk">channelsw@avonandsomerset.police.uk</a></li> <li>• Phone: 0117 9455539 or 01278 647466</li> <li>• Non-emergency police contact: 0800 789321 or 101</li> </ul> <b>Anti-Terrorism</b> <b>Report suspicious activity</b> <ul style="list-style-type: none"> <li>• Call the confidential Anti-Terrorist Hotline: 0800 789 321 or</li> <li>• Complete the <a href="#">Action Counters Terrorism (ACT) form</a></li> </ul> <b>Report online Terrorist material at <a href="#">Report Terrorism</a></b>  <b>Non-emergency advice</b> 020 73407264 Monday to Friday, 9am-6pm <a href="mailto:Counter-extremism@education.gsi.gov.uk">Counter-extremism@education.gsi.gov.uk</a>		
For advice and guidance about whether to make a referral contact <b>Families in Focus</b>	<b>North Bristol</b> 0117 3521499	<b>East/Central Bristol</b> 0117 3576460	<b>South Bristol</b> 0117 9037770

## Related Policies and Documents

Attendance

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

Counselling

Complaints

Coronavirus (COVID-19): guidance on vulnerable children and young people

Enhanced Learning (SEND)

E-safety

Lost Pupil  
Mental Health  
Mental Health and Wellbeing of Clifton High School Community Pupils, Staff, Families and wider Community during the Coronavirus, COVID-19 Pandemic  
Misconduct and Discipline  
Online Filtering and Monitoring  
Positive Handling and Use of Reasonable Force  
Recruitment, Selection and Disclosure  
Remote Learning Guide for Senior School Pupils and Sixth Form Students of Clifton High School Version 3.0 – September 2020  
Remote Learning Guide for Parents of Infant and Junior School Children Version 3.0 – September 2020  
Reporting Concerns and Disclosures  
Whistleblowing

## Definitions

**Safeguarding** is defined as

- Protecting children from maltreatment
- Preventing impairment of children’s mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

**Child Protection** is defined in the Children Act 1989 (s.47) as when a child is suffering, or is likely to suffer significant harm. Under statutory guidance and legislation, action must be taken to safeguard and promote the child’s welfare.

Children include everyone under the age of 18.

## Introduction

At Clifton High School

- Safeguarding and promoting the welfare of its pupils is **everyone’s** responsibility. **Everyone** who comes into contact with its pupils, their families and guardians, has a role to play
- In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child
- We take an ‘**it can happen here**’ approach where safeguarding is concerned
- **Everyone** who comes into contact with pupils has a role to play in identifying concerns, sharing information and taking prompt action

Clifton High School is committed to safeguarding and promoting the welfare of children by

- The provision of a safe environment in which its pupils can learn
- Acting on concerns about a pupil’s welfare immediately
- Fulfilling our legal responsibilities to identify pupils who may be in need of early help or who are suffering, or are likely to suffer, significant harm.

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 is developed from legislation documents All action taken by **Clifton High School** will be in accordance with

- **Current legislation** (these are summarised within Working Together to Safeguard Children: statutory framework)
  - **Statutory, national and local guidance – this includes:**
  - **Working Together to Safeguard Children (2018)**, which sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition, it sets out the statutory roles and responsibilities of schools
  - **Keeping Children Safe in Education (2020)** is statutory guidance issued by the Department for Education which all schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children
- The Children Act 2004, Education Act 2011
  - 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 Clifton High School (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 for Safeguarding Practitioners(2018)
  - Use of reasonable force in schools 2013
  - Reducing the need for restraint and restrictive intervention(2019)
  - **COVID -19: safeguarding in schools, colleges and other providers(2020)**
  - **Local Guidance from the Local Safeguarding Partnership:** around particular safeguarding topics are available on the Keeping Bristol Safe Partnership (KBSP) Website.
  - **Government guidance issued in relation to COVID19.** The full collection is available on the government website. Clifton High School have created an addendum to this document to reflect changes made in the event of a further lockdown. See Appendix 5

### **Equalities Statement**

Concerning safeguarding, we will consider our duties under the Equality Act 2010 and our general and specific duties under the Public Sector Equality Duty. General duties include

- Eliminate discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all protected characteristics – between people who share a protected characteristic and people who do not share it.

Staff are aware of the additional barriers to recognising abuse and neglect in children with Special Educational Needs and Disabilities (SEND).

### **Circulation**

The Clifton High School website is where the most up to date copy of this policy is located. It is accessible by pupils, parents and staff. Throughout this policy, the word 'staff' reflects

- All employees of Clifton High School
- Members of the Council of Governors
- FAST tutors
- Visiting Music Teachers
- Peripatetic self-employed staff using Clifton High School premises
- Sports coaches
- All volunteers working on behalf of the school in a paid or un-paid capacity
- Visitors
- Contractors who are working on site during term time.

### **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 Keeping Children Safe Partnership'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 KBSP and when new legislation is received
- Ensure that all staff have read and understood Part One and Annex A of KCSIE (September 2020) 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**

Duties outlined in Keeping Children Safe in Education Part 2. 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 2020)
- 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 2020)
- 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 2020)
- 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 2020) 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 certified refresher training every 2 years organised by the School
- Wear their identification lanyard at all times when on the school site

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.

## **Safeguarding in the Curriculum**

Clifton High School is dedicated to ensuring that pupils are taught about safeguarding, including online safety. This is part of a broad and balanced curriculum and includes

- Working within statutory guidance in respect to Relationship, Sex and Health Education
- Personal, Social, Health and Economic (PSHE) education, to explore key areas such as self-esteem, emotional literacy, assertiveness, power, building resilience to radicalisation, e-safety and bullying.
- Appropriate filters and monitoring systems are in place to ensure that ‘over- blocking’ does not lead to unreasonable restrictions as to what pupils can be taught with regard to online teaching and safeguarding
- The curriculum will be shaped to respond to safeguarding incident patterns in the setting identified by the DSL and safeguarding team (e.g., to respond to an increase in bullying incidents)
- Providing engagement opportunities with parents and carers to consult on key aspects of the curriculum
- Learners have the opportunity to inform the curriculum via discussions with the school council and student body

## **Procedures**

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. Pupils mature and develop at different rates and this should be considered, particularly for pupils who are in a year group not in line with their biological age.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of these environments. All staff, but especially the DSL and DSLs should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. 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

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.

## **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.

## Reporting concerns

The Reporting Concerns and Disclosures document gives clear guidance for members of staff. It is available on the Clifton High School website. Members of staff are emailed a copy annually. In addition, the School Office can provide a copy of this guidance during working hours.

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](http://www.online-procedures.co.uk/swcpp) and guidelines set out in KCSIE (September 2020).

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

The member of staff must ensure that a concern that a pupil is likely to suffer or is suffering significant harm is dealt with immediately. It is usual for the member of staff to record the concern using Cura or if this is not possible at the time then the Confidential Disclosure Form (Appendix 2) should be used.

The member of staff must additionally alert the DSL or DSLS to the concern as 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. Anyone can make a referral but if a person other than the DSL makes a referral, that person must inform the DSL, as soon as possible.

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 that a referral has been made.

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.

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 2020), 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.

The majority of safeguarding concerns can be dealt with by the DSL or DSLS by taking appropriate action in school. This could be 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.

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.

### **Records 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. All details of discussions held and decisions made, along with the reasons for those decisions, must 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

When a pupil, 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.

### **Information sharing**

**Clifton High School** is committed to have due regard to relevant data protection principles which allow for sharing (and withholding) personal information as provided for in the Data protection Act 2018 and General Data Protection Regulations. This includes how to store and share information for safeguarding purposes, including information, which is sensitive and personal and should be treated as ‘special category personal data’.

Staff at the setting are aware that

- That ‘Safeguarding’ and ‘individuals at risk’ is a processing condition that allows practitioners to share special category personal data.
- Practitioners will seek consent to share data where possible in line with Information Sharing for Safeguarding Practitioners 2018.

There may be times when it is necessary to share information without consent such as

- To gain consent would place the child at risk
- It cannot be reasonably expected that a practitioner gains consent
- By sharing information it will enhance the safeguarding of a child in a timely manner but it is not possible to gain consent

There are also times when Clifton High School will not provide pupil’s personal data where the serious harm test under legislation is met, (by sharing the information, the child may be at further risk). When in doubt Clifton High School will seek legal advice.

**The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.**

### **Multi-agency working**

Clifton High School is a relevant agency in the Keeping Bristol Safe Partnership and will work together with appropriate agencies to safeguard and promote the welfare of pupils including identifying and responding to their needs. This is in compliance with statutory guidance Working Together to Safeguard Children 2018.

Occasions that warrant a statutory assessment under the Children Act 1989

- If the pupil is in need under s.17 of the Children Act 1989 (including when a child is a young carer and or subject to a private fostering arrangement);
- If the pupil is in need of protection under s.47 of the Children Act 1989 where they are experiencing significant harm, or likely to experience significant harm.

Referrals in these cases should be made by the DSL or DSLS to Children's Social Care in the local authority in which that child resides. Safeguarding contacts and other key agencies are listed in Appendix 3.

Where the pupil already has a social worker, the request for service should go immediately to the social worker involved or, in their absence, to their team manager. Co-operation with any statutory safeguarding assessments conducted by children's social care and representation at appropriate inter-agency meetings such as integrated support plan meetings initial and review child protection conferences and core group meetings will take place.

### **Additional considerations:**

- Where a child and/or their family is subject to an inter-agency child protection plan or a multiagency risk assessment conference (MARAC) meeting, the setting will contribute to the preparation, implementation and review of the plan as appropriate.
- If a crime has been suspected or committed that involved the bringing of an offensive weapon on to the school site, the setting will liaise with the Local Authority Violence Reduction Unit (Safer Options) who will consider a proportionate response.
- If there is a risk of harm, the police should be called via 999.
- In the rare event that a child death occurs or a child is seriously harmed, Clifton High School will notify the Keeping Bristol Safe Partnership as soon as is reasonably possible.

### **Children Missing from Education**

A child going missing from education is a potential indicator of abuse or neglect.

Staff should follow the setting's procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions. These should be reported to the DSL who will review the case.

Clifton High School will inform the local authority of any pupil

- who fails to attend school regularly
- has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

The school should follow the guidance detailed in Children Missing Education (2016) and Bristol City Council Education Welfare Service – Children Missing Education

Refer to the Attendance Policy

### **Respond to incidents of peer on peer harm**

All staff should recognise that children are capable of abusing their peers. It is important that peer on peer harm should be considered as a safeguarding issue.

This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals.

At Clifton High School

- Incidents are taken seriously. These will never be tolerated or passed off as 'banter', just having a laugh' or 'part of growing up'
- Banter and teasing can and should be acknowledged and recognised as bullying behaviour and may require proportionate intervention
- It is understood that peer on peer harm may reflect equality issues in terms of those who may be targeted are more likely to have protected characteristic

It is important that incidents of harm are treated under safeguarding policy and process and records will be kept on the child's safeguarding file.

Clifton High School is committed to undertaking the following

- Early identification of vulnerability to peer on peer harm by reviewing attendance, behaviour, attainment and safeguarding records at least on a termly basis
- Securing the immediate safety of learners involved in an incident and sourcing support for other young people affected
- If a disclosure is made – staff will listen carefully to the child, being non-judgmental, being clear about boundaries and how the report will be progressed, not asking leading questions and only prompting the child where necessary with open questions – where, when, what, etc
- Those who experience abuse will never be given the impression that they are creating a problem by reporting, nor will those who experience abuse ever be made to feel ashamed for making a report
- The child's wishes are taken into consideration in any intervention and any action is taken to ensure safety of the target and other members of the wider peer cohort
- The need to not promise confidentiality should be considered as it is very likely that information will need to be shared with others.
- When an incident of sexual violence and sexual harassment occurs, reference to Part 5 of Keeping Children Safe In Education 2020 and guidance Sexual violence and sexual harassment between children in schools and colleges 2018 should be made in relation to taking protective action. These incidents must be reported immediately to the DSL or DSLs who will undertake further assessment of what action should be taken proportionate to the factors that have been identified. The Brook - Sexual Behaviours Traffic Light Assessment Tool can be utilised to inform assessment of risk and what actions to subsequently take. This may include seeking specialist advice and guidance from Be Safe.
- DSL or DSLs will consider whether a case can be managed internally, through early help, or should involve other agencies
- When the pupils involved require a statutory assessment either under s.17 or s. 47 of the Children Act 1989 a referral to social care should be undertaken.
- Where the report includes an online element, being aware of searching, screening and confiscation advice (for schools) and UKCCIS sexting advice (for schools and colleges). The key consideration is for staff not to view or forward illegal images of a child. The highlighted advice provides more details on what to do when viewing an image is unavoidable.
- If the incident constitutes towards a criminal offence, the setting will liaise with the police. This may also involve the Lighthouse team (Safeguarding Unit) of Avon and Somerset Police.
- Risk assessments will be developed for individual pupils who have been involved in an incident. This should be reviewed every 3 months or every time there is an occurrence of an incident. These should involve the child and parents/carers.
- DSL and DSLs will liaise with staff to ensure reasonable adjustments are made and develop ways to support achieving positive educational outcomes.

**Contextual safeguarding approach to peer on peer harm:**

Clifton High School will minimise the risk of peer on peer abuse by taking a contextual approach to safeguarding by increasing safety in the contexts of which harm can occur – this can include the school environment itself, peer groups and the neighbourhood.

Following any incidents of peer on peer harm, the Safeguarding Team will review and consider whether practice or environmental changes can be made in relation to any lessons learned. This can include making changes to staffing and supervision, making changes to the physical environment and considering the utilisation and delivery of safeguarding topics on the curriculum.

**Mental health and wellbeing.**

Clifton High School recognises that it has an important role to play in supporting the mental health and wellbeing of its pupils. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Refer to the Mental Health Policy and Mental Health and Wellbeing of Clifton High School Community Pupils, Staff, Families and wider Community during the Coronavirus, COVID-19 Pandemic Policy

**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 KBSP.

## Appendix 1

### Types of Abuse and other specific Safeguarding Issues

**Abuse** and neglect is defined as the maltreatment of a child or young person whereby someone may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

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.

For children with Special Educational Needs and Disabilities (SEND) additional barriers can exist when identifying abuse and neglect, these include

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Being more prone to peer group isolation than other children
- 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

To address these additional challenges, Clifton High School considers extra pastoral support for pupils with SEND (KCSIE, 2020).

**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 82 of KSCIE (September 2020) 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 criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- County Lines
- Domestic abuse
- Homelessness
- So-called 'honour based' abuse (including FGM and Forced marriage)
- Female genital mutilation (FGM) (see below and Annex A)
- Forced marriage
- Preventing radicalisation (see below and Annex A)
- The Prevent Duty
- Channel
- Peer on peer/ child on child abuse
- Sexual violence and sexual harassment between children in schools
- Upskirting
- The response to a report of sexual violence or sexual harassment

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 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](mailto: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.

#### **Child Exploitation – both Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Clifton High School will ensure that early help intervention is provided as soon as a concern of exploitation is identified. Discussion and advice will be sought from targeted services to consider what support may be available. The pupil and their families will be part of any planning and interventions.

- If the pupil is at risk of CSE or there is intelligence, which indicates that the pupil or peer group are at risk of CSE, Clifton High School will share information with Operation Topaz (the police). This information will support proactive activity to disrupt criminal activity in relation to sexual exploitation.
- If the pupil is at risk of CCE information should be shared with Bristol's Violence Reduction Unit - Safer Options. The Safer Options Education Inclusion Managers can advise and support Clifton High School to manage risk. Targeted support maybe available to disrupt pupils from getting involved with criminality.
- Avon and Somerset Police share 'Missing persons' notifications (which a pupil is reported missing from home) with Clifton High School with a view to support them to take proactive action and reasonable adjustments in relation to behaviour management and achieving positive educational outcomes. These should be stored securely on the pupil's Safeguarding file.

#### **Domestic Abuse**

Operation Encompass is a national operation where local police forces notify when the police are called to an incident to domestic abuse. Avon and Somerset have their own version of this and will notify education Clifton High Schools whenever they have responded to a domestic abuse incident. This will enable Clifton High School to take proactive action and reasonable adjustments in relation to behaviour management and achieving positive educational outcomes.

Under the current information sharing protocol, Clifton High School is not permitted in sharing this information without seeking consent from Avon and Somerset police in case this can put a victim and pupils at further risk of harm. The only exception to this when information is shared with Clifton High School as part of statutory duties in relation to transfer of a Safeguarding file. Additional instructions around this are sent out with every single notification.

- Clifton High School must have signed up to a Police Safeguarding Notification Briefing to receive these

- Clifton High School should have at least 2 members of trained staff able to receive and act upon these notifications
- Clifton High School should promote an open culture of safeguarding to enable pupils and families to disclose and feel safe to talk about their experiences and what support maybe required

## **Female Genital Mutilation**

### **Mandatory reporting duty**

This is a legal duty for all professionals undertaking teaching work to report known cases of FGM to the police via 101 when they

- Are informed by a girl under 18 that an act of FGM has been carried out on her
- Observe physical signs which appear to show that an act of FGM has been carried out on a pupil

These cases must be referred to the DSL who will support them to carry out their duty. It is also advised any referrals made to the police under the mandatory reporting duty are followed up with children's social care so an assessment of need and support is concurrently considered.

### **Travel**

National guidance has highlighted going on holiday to a risk affected country is cause for concern, local guidance has been developed to prevent discriminatory action against families from risk affected communities.

- Families are encouraged to notify Clifton High School when they are looking to travel during term time dates.
- This will prompt a conversation with the DSL or DSLs to discuss and explain what FGM is in that; it is significantly harmful and illegal to practice this
- Clifton High School will complete an FGM Referral Risk assessment (available on the Keeping Bristol Safe Partnership website) with the family to identify any support that the family may require in relation to FGM
- Proportionate action is taken. Referrals to social care should NOT be automatically made – however should be made if there are high risk concerns identified from the FGM Referral Risk Assessment.
- These assessments should be saved onto the pupil's Safeguarding file to avoid duplication with new incidents of travel

### **Online Safety – Annex C of Keeping Children Safe in Education highlights additional actions schools should take to keep pupils safe online.**

- For concerns around individual cases where a child has been harmed through online mediums, advice and guidance can be made through the **Professional Online Safeguarding Helpline**, T: 0344 381 4772, E: [helpline@safinternet.org.uk](mailto:helpline@safinternet.org.uk)
- Where there have been established cases of online abuse or grooming, Clifton High School will alert - **Child Exploitation and Online Protection command (CEOPS)** <https://www.ceop.police.uk/ceop-reporting/>

Refer to E safety Policy

### **Serious Youth Violence**

To be read in conjunction with the above section around Child Criminal Exploitation. There has been local guidance issued on the issue of '[Offensive Weapons in Education Settings](#)'.

It is important to note that should a weapon be used or there is threat of use, the police should be called immediately.

- The same day a weapon is found Safer Options should be called for a multi-disciplinary assessment of risk
- Whilst it is acknowledged that the decision to exclude remains with the Head, it is recommended that consultation with the Safer Options Education Inclusion Manger is made so as not to put the pupil at further risk of harm if they are excluded
- Alternatives to exclusions should be considered first in recognition that by doing so a pupil may be at further risk of harm out in the community

- Police will be notified through the multi-agency discussion held at the 'Out of Court Disposals Panel' to prevent pupils unnecessarily getting a criminal record

### **Preventing Radicalisation - The Prevent duty**

All members of staff at Clifton High School understand their statutory duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". Protecting pupils from extremist and violent views and radicalisation is seen as part of its wider safeguarding duties. The purpose should be to ensure that pupils are taught in a way that is consistent with the law and British Values. The [Prevent duty guidance: for England and Wales](#), especially paragraphs 57-76, which relates to schools is set out in terms of four general themes

- risk assessment
- working in partnership
- staff training
- IT policies

Refer to Child Protection and Safeguarding - Preventing Radicalisation Policy.

### **Private Fostering**

A private fostering arrangement is one that is made privately, without the involvement of a local authority, for the care of a pupil

- Under the age of 16 years (under 18, if disabled)
- By someone other than a parent or close relative. Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins
- With the intention that it should last for 28 days or more

Cases of private fostering arrangements must be reported to children's social care to ensure that needs are adequately made. Statutory guidance states that this is done at least 6 weeks before the arrangement is due to start or as soon as you are made aware of the arrangements. Not to do so is a criminal offence. Further support and reasonable adjustments are made by Clifton High School to promote achievement of positive educational outcomes.

### **Young Carers**

A young carer is a person under 18 who regularly provides emotional and/or practical support and assistance for a family member who is disabled, physically or mentally unwell or who misuses substances. Clifton High School will support pupils who are young carers to appropriate support.

<https://www.bristol.gov.uk/social-care-health/support-for-young-carers>

The Carers Support Centre can undertake an assessment of need and provide bespoke support.

<https://www.carerssupportcentre.org.uk/young-carers/making-a-referral/>

## 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 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.

<b>Pupils Name</b>	<b>Form</b>
<b>Reason for recording the incident</b>	

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

## Appendix 3

All key single agency policies relevant for education Clifton High Schools are found on the following webpage <https://bristolsafeguarding.org/policies-and-guidance/education/>

Other multi-agency guidance and policies from the Local Safeguarding Partnerships:

- For Bristol - <https://bristolsafeguarding.org/policies-and-guidance/>
- For South Glos - <http://sites.southglos.gov.uk/safeguarding/library>
- 

### Multi-Agency Contacts for Safeguarding in Education

<b><u>Safeguarding in Education Team</u></b>		
T: 0117 9222710 E: <a href="mailto:Safeguardingineducationteam@bristol.gov.uk">Safeguardingineducationteam@bristol.gov.uk</a>		
<b>South Advisor</b> Helen Macdonald <a href="mailto:helen.macdonald@bristol.gov.uk">helen.macdonald@bristol.gov.uk</a>	<b>East Central Advisor</b> Jess Curtis <a href="mailto:jessica.curtis@bristol.gov.uk">jessica.curtis@bristol.gov.uk</a>	<b>North Advisor</b> James Gregory <a href="mailto:james.gregory@bristol.gov.uk">james.gregory@bristol.gov.uk</a>
Child sexual exploitation & child criminal exploitation	<b>Operation Topaz (Avon and Somerset Police)</b> <a href="https://www.avonandsomerset.police.uk/forms/vul">https://www.avonandsomerset.police.uk/forms/vul</a>	
<b>Safer Options Team - Education inclusion managers</b>		
South <a href="mailto:Ingrid.Hooper@bristol.gov.uk">Ingrid.Hooper@bristol.gov.uk</a>	East Central <a href="mailto:Calum.Paton@bristol.gov.uk">Calum.Paton@bristol.gov.uk</a>	North <a href="mailto:Ross.Moody@bristol.gov.uk">Ross.Moody@bristol.gov.uk</a>
Child Missing from Education	<b>Bristol City Council – Education Welfare</b> <a href="https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme">https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme</a>	
Children affected by Forced Marriage	<b>Forced Marriage Unit</b> T: (0) 20 7008 0151 E: <a href="mailto:fmu@fco.gov.uk">fmu@fco.gov.uk</a>	
Online Safety Advice	<b>Professional Online Safeguarding Helpline</b> T: 0344 381 4772 E: <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a>	
Reporting online sexual abuse and grooming	<b>Child Exploitation and Online Protection command</b> <a href="https://www.ceop.police.uk/ceop-reporting/">https://www.ceop.police.uk/ceop-reporting/</a>	
FGM advice	<b>NSPCC FGM Helpline</b> T: 0800 028 3550 E: <a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a>	
	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  <a href="mailto:Leanne.pook@avonandsomerset.pnn.Police.uk">Leanne.pook@avonandsomerset.pnn.Police.uk</a>	
Domestic Abuse support (Bristol)	<b>Directorate of local and national services</b> <a href="https://www.bristol.gov.uk/crime-emergencies/abuse-violence">https://www.bristol.gov.uk/crime-emergencies/abuse-violence</a>	

Young Carers – advice and support.	<b>Carers Support Centre</b> T: 0117 958 9980 W: <a href="https://www.carerssupportcentre.org.uk/young-carers/contact-young-carers/">https://www.carerssupportcentre.org.uk/young-carers/contact-young-carers/</a>	
Whistleblowing professional policy	<b>NSPCC Whistleblowing hotline</b> T: 0800 028 0285 E: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>	
Mental health Advice (Local)		
<b>Primary Mental Health Specialists (advice) Child and Adolescent Mental Health</b>		
<b>South</b> 0117 3408121	<b>East Central</b> 0117 3408600	<b>North</b> 0117 3546800
Advice around harmful sexualised behaviour.	<b>Be Safe</b> 0117 3408700 W: <a href="https://cchp.nhs.uk/cchp/explore-cchp/be-safe">https://cchp.nhs.uk/cchp/explore-cchp/be-safe</a>	
	<b>Brook Traffic Light Tool</b> <a href="https://legacy.brook.org.uk/brook_tools/traffic/index.html?syn_partne">https://legacy.brook.org.uk/brook_tools/traffic/index.html?syn_partne</a> <a href="#">r=</a>	

## Other Local Authority Contacts

Local Authority in which the child is resident	Contact details	Out of hours/ Weekend
<p style="text-align: center;"><b>South Gloucestershire</b></p>	<p><b>Access and Reponses Team</b></p> <ul style="list-style-type: none"> <li>• <b>01454 866000</b> - Monday to Thursday 9.00 – 5.00, 4.30 on Friday</li> <li>• <a href="mailto:accessandresponse@southglos.gov.uk">accessandresponse@southglos.gov.uk</a></li> </ul> <p>Website: <a href="https://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/access-response-team-art/">https://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/access-response-team-art/</a></p>	
<p style="text-align: center;"><b>North Somerset</b></p>	<p><b>Single Point of Access</b></p> <ul style="list-style-type: none"> <li>• <b>01275 888 808</b> –Monday-Thursday 8.45am-5pm, Friday 8.45am-4.30pm</li> </ul> <p>Website: <a href="https://www.northsomersetsafeguarding.co.uk/children-safeguarding-board/i-work-with-children/how-to-make-a-referral">https://www.northsomersetsafeguarding.co.uk/children-safeguarding-board/i-work-with-children/how-to-make-a-referral</a></p>	<p><b>Emergency Duty Team</b></p> <p><b>01454 615165</b></p>
<p style="text-align: center;"><b>Bath and North East Somerset (BANES)</b></p>	<p><b>Children's Social Work Services</b></p> <ul style="list-style-type: none"> <li>• <b>01225 396312 or 01225 396313</b> weekdays, 8.30am to 5pm, except Fridays when we're closed from 4.30pm</li> <li>• Download and complete our <a href="#">request for service form</a> and email it to <a href="mailto:ChildCare_Duty@bathnes.gov.uk">ChildCare_Duty@bathnes.gov.uk</a></li> </ul> <p>Website: <a href="https://beta.bathnes.gov.uk/report-concern-about-child">https://beta.bathnes.gov.uk/report-concern-about-child</a></p>	

## Contact details of all local Social Care Departments

### Keeping Children Safe Partnership (BSCB)

#### Area Social Work offices

Contact a social worker who is already assigned to a child at their area social work office. Phone lines are open Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm.

These offices are where the Social Work Assessment Teams and Area Social Work Teams are based.

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

#### 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

## Appendix 5

### COVID- 19 – Addendum to the Child Protection and Safeguarding Policy

This appendix reflects changes in practice made at Clifton High School because of the COVID -19 (Coronavirus) outbreak. It contains additional guidance for when staff and pupils are affected by Lockdown, self-isolation or contracting COVID-19.

#### The Safeguarding Team

- Details of the members of the safeguarding Team are available on the front page of this policy.
- Clifton High School will notify the [safeguardingineducationteam@bristol.gov.uk](mailto:safeguardingineducationteam@bristol.gov.uk) if a change in DSL has been made. This is to ensure the Local Authority can support colleagues with the continuity around safeguarding pupils.
- For the period COVID-19 measures are in place, a DSL (or DSLS) who has been trained will continue to be classed as a trained DSL (or Deputy DSLS) even if they require refresher training.
- The Education Safeguarding Contacts Poster has been made accessible by displaying it in spaces that are being used by staff.
- A Health and Wellbeing practitioner is available from 8.30am to 5pm to offer advice to parents and be a listening ear for pupils
- The School Counsellor can carry out counselling sessions via telephone and arrangements for this can be made through a member of the Safeguarding Team

#### Raising a concern

Clifton High School is currently operating in response to concerns about the welfare of a pupil, during the COVID – 19 outbreak, in fundamentally the same way

- With regard to safeguarding, the best interests of pupils must always continue to come first.
- If any member of staff has or is made aware of a safeguarding concern regarding a pupil, they should continue to act immediately.
- The DSL continues to respond to concerns recorded on Cura. If staff cannot access Cura from home then the form in Appendix 4 should be used.
- Additionally, the DSL is contactable by email or on the Clifton High School Safeguarding Mobile
- If the DSL is unable to work a DSLS will be placed in charge and staff notified
- It is essential that unsuitable people are not allowed to gain access to pupils
- Pupils should continue to be protected when they are online
- Pupils have access to the information posters displayed in school via the Safeguarding Google Classroom along with other Safeguarding information updates posted by the DSL

## Immediate risk of harm`

All staff should act straight away if a child is in immediate risk of harm and contact cannot be made with the DSL or member of the Safeguarding Team. All staff should contact one of the following teams in emergencies:

If a child is at immediate risk call the POLICE	The POLICE 999
To make an URGENT referral, i.e. a child is likely to suffer or is suffering significant harm, call First Response	FIRST RESPONSE 0117 9036444 (Out of Hours Emergency Duty Team 01454 615 165)
To make a NON-URGENT referral, contact FIRST RESPONSE using the online form (must have parental/carer consent).	FIRST RESPONSE Online form <a href="https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response">https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response</a>
To raise concerns and ask for advice about radicalisation (also contact First Response).	PREVENT DUTY 01278 647466 <a href="mailto:PreventSW@avonandsomerset.police.uk">PreventSW@avonandsomerset.police.uk</a>
For advice and guidance about whether to make a referral.	Families in Focus (N) 0117 3521499 Families in Focus (E/C) 0117 3576460 Families in Focus (S) 0117 9037770

Make sure there is a record of your actions, who you spoke to and what the agreed plan of action was. Record the information on Cura and notify the DSL or a DSLS as soon as possible.

## Local Updates

In line with our statutory duties, families will be offered support at a universal level wherever possible. This will be informed by updates from the Local Authority Education and Skills Directorate and the Keeping Bristol Safe Partnership and shared with staff as appropriate. Information is forwarded to parents via the weekly School bulletin.

## Supporting vulnerable pupils in the event that the Clifton High School is closed or pupils have to self-isolate

Clifton High School has a vulnerable pupil list, which includes the following cohorts in line with latest government advice [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#).

- Those who have a social worker (those on Child Protection Plans, Child in Need and Children in Care) and those with Education Health and Care Plans (EHCPs)
- The Clifton High School has included those pupils who have been referred to children’s social care but are yet to be appointed a social worker
- Pupils who would benefit from early help support identified in section 18 of KCSIE 2020
- Pupils about whom the School has received Police notifications
- Pupils who have mental health needs
- Pupils who the school are currently monitoring for safeguarding concerns
- Pupils who have historic safeguarding concerns

Staff are made aware of the pupils on the list. Based on existing knowledge of vulnerability and current circumstances along with knowledge of the home situation the DSL allocates appropriate staff from the Safeguarding Team, Heads of Year, Tutors or Class Teachers. Staff make regular contact with parents of pupils via telephone calls and concerns recorded as detailed above. Staff also contact the DSL for advice as stated above and meetings are arranged to confirm the course of action.

### **Assessing, reviewing and taking action.**

Clifton High School will take proportionate action to support our pupils. There will be particular pupils who are more vulnerable during the COVID-19 outbreak and Clifton High School has taken measures to identify these pupils and regularly review their circumstances.

#### **For those pupils with allocated social workers/case coordinators**

- For those who have social workers Clifton High School will work in partnership with the social worker/case coordinator (with parents and carers). Where it is unclear who the allocated worker is, Families in Focus will be contacted
- There is an expectation that vulnerable pupils who have a social worker will attend Clifton High School, so long as they do not have underlying health conditions that put them at severe risk.
- In circumstances where a parent does not want to bring their child to Clifton High School, and their child is considered vulnerable, the social worker and Clifton High School will explore the reasons for this, directly with the parent
- Where parents are concerned about the risk of the child contracting the virus, Clifton High School or the social worker will explore these anxieties with the parent following the advice set out by Public Health England
- Through a continuous review process and in conjunction with the social worker, Clifton High School will encourage pupils to attend. Social workers will remain in contact with vulnerable pupils and families, including remotely if needed
- Clifton High School and social worker will agree with families whether Children in Need should be attending
- Clifton High School will follow up on any pupil that they were expecting to attend but does not, in line with attendance procedures. (refer to the Attendance Policy)
- To support the above, Clifton High School will take the opportunity when communicating with parents to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available
- In all circumstances where a vulnerable pupil does not take up their place at Clifton High School, their social worker will be notified

Refer to appendix A for a flow chart to follow.

#### **Taking proportionate action:**

If the Clifton High School is open for children of Key Workers, those who have EHCPs (or pending), and those with social workers then all measures will be taken not to exclude those identified as vulnerable pupils. Clifton High School will be flexible around this cohort to be part of a reduced school offer. This will be dependent on the Clifton High School's capacity and agreement with the family.

If they cannot attend, (e.g. Clifton High School has closed fully)/will not attend then the Clifton High School will take the appropriate course of action including

- Clear methods of communication established for pupils and families with Clifton High School by phone or email
- Schedule and prioritise check ins/ home
- Liaising with involved agencies
- Consider supporting with referrals to 3<sup>rd</sup> sector support/youth work/mentoring
- Send information for self-referral support if required

The Clifton High School will follow

- Public Health/NHS guidance for those who will be self-isolating/ displaying symptoms, (or for those who are living with those anyone displaying symptoms)

- Public Health/NHS guidance around social distancing if conducting a home visit and complete a risk assessment around whether personal protective equipment may be required

### **Keeping safe online**

Whilst social distancing measures are in place, Clifton High School will utilise technology to support students in a safe way. Staff will continue to look out for signs a pupil may be at risk. Please refer to the E-safety Policy as well as the Remote Learning Guide for Senior School Pupils and Sixth Form Students of Clifton High School Version 3.0 – September 2020 and Remote Learning Guide for Parents of Infant and Junior School Children Version 3.0 – September 2020.

### **What to do if you have concerns about a staff member or volunteer who may pose a safeguarding risk to pupils**

Clifton High School is currently operating in response to allegations about pupils or staff, during the COVID – 19 outbreak, in fundamentally the same way.

Any concerns about the conduct of staff should be raised with the Head Teacher/Acting Head Teacher. In the event that the concern is regarding the Head Teacher/Acting Head Teacher concerns should be raised to the Chair of Governors. The LADO must be contacted before any form of investigation commences.

Clifton High School will continue to follow its legal duty to refer to the Disclosure and Baring Service anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Refer to section 170-180 of KCSIE 2020.

Refer to the Child Protection and Safeguarding – Allegations Policy

**Appendix A – Flow chart of what to do if a pupil with a social worker does not attend Clifton High School.**

