



ST. NICHOLAS PREPARATORY SCHOOL
SAFEGUARDING CHILDREN POLICY
(INCLUDING EYFS)

Policy Checklist:

DATE OF LAST POLICY REVIEW	NEXT POLICY REVIEW*	POLICY SIGN OFF (PROPRIETOR)	POLICY ON WEBSITE	COPIES PROVIDED TO STAFF
September 2015	August 2016	√	√	√

* Or in light of governmental directives / updates

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SAFEGUARDING CONTACT LIST

You have a **statutory** and moral duty to protect children. If you hear, or become aware of anything that leads you to believe that the safety or welfare of any child is at risk due to neglect, physical, emotional or sexual abuse; **YOU MUST** pass on the information following the Safeguarding of Children Procedure.

SCHOOL CONTACTS

Designated Lead for Child Protection, including EYFS	Hemal Lukha (Head of Nursery) 020 8205 7153
Deputy Designated Lead for Child Protection:	Fazila Bhana (Nursery Teacher) 020 8205 7153
Proprietor:	Amit Mehta 020 7127 9862
Director: (with oversight for Child Protection)	Tracey Storey 07811 155180

BRENT SOCIAL CARE

Brent Family Front Door	020 8937 4300
To make a referral	020 8937 4300

EDUCATION CHILD PROTECTION ADVISOR/ LADO

Any LADO enquiry's should be directed to the email address below and will be responded to within one working day brent.lado@brent.gov.uk

PLEASE NOTE: Confidential information should NOT be sent to this email address

If you wish to have a discussion prior to making a referral please contact in order:

- Sandra Trumper: 020 8937 4834, Mobile 07867 187007
- Nichola Fraser: 0208 937 4791, Mobile 07867 184033

BRENT AND HARROW POLICE CHILD ABUSE INVESTIGATION TEAM (CAIT)

24 HOURS	020 8733 3503
<u>POLICE EMERGENCY</u>	999
<u>NSPCC</u>	0808 800 5000
<u>OFSTED</u>	0300 123 1231
<u>CHILDLINE (for children's use)</u>	0800 1111

INTRODUCTION

This policy is drawn up in accordance with the London Safeguarding Children Board Child Protection Procedures, the Statutory Framework for the Early Years Foundation Stage and guidance from Brent LSCB. This policy should be read in conjunction with these procedures and guidance and a copy of these are available to parents on request from the school office.

We, as childcare professionals, have a duty to safeguard and promote the welfare of children and are, therefore, committed to the protection of all children. Inspired Learning Group ensure that there is a Designated Child Protection Officer (Designated Safeguarding Lead-DSL) in each of our Schools and we commit to offering safeguarding training to our staff to ensure they are equipped with the knowledge to maintain the welfare and safety of the children in our care.

AIMS

- Identify the expectations of staff in relation to safeguarding
- To promote awareness to staff of the need to safeguard children, and to recognize that safeguarding is everybody's responsibility
- To ensure that the fundamental rights and needs of children are observed
- To prevent abuse through the teaching and pastoral support offered to all children in our care
- To raise awareness of different types of abuse and children in need issues
- To create a warm and supportive environment where children feel safe, secure and able to disclose information
- To provide guidelines for staff in handling matters relating to actual or suspected child abuse
- To help children be healthy
- To make links between parents and staff and to respond quickly to requests and concerns received.

STATUTORY REQUIREMENTS

The Inspired Learning Group, as Independent Schools, have a statutory requirement under Sections 27 and 17 of the Children Act 1989 to assist the Local Authority Social Services Department acting on behalf of children in need or enquiring into allegations of child abuse. The Schools will safeguard and promote the welfare of children in compliance with DfE guidance *Keeping Children Safe in Education (July 2015) (KCSIE)* and associated guidance *Working Together to Safeguard Children (2015)(WT)*. We also comply with the "Statutory guidance on children who run away or go missing from home or care (2014)", "PREVENT" (June 2015), and the DfE's advice on "How social media is used to encourage radicalization".

RESPONSIBILITIES OF STAFF

All staff have a duty to safeguard and promote the welfare of children. Consequently staff should:

- Be alert to signs of abuse as outlined in this policy, as well as other children in need issues
- Feel free to discuss any general concerns about a child's progress and well-being at any time including at weekly staff meetings

- Refer any specific concern about a school child to the Head, or in his absence to the Acting Deputy Head, or about a nursery child to the Head of Nursery, or where appropriate to the DSL.
- Be prepared to contribute to whatever actions are needed to safeguard the child and promote his or her welfare
- Read at least Part One of KCSIE (Keeping Children Safe in Education) 2015

DEFINITIONS OF CHILD ABUSE

I. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. It may also be caused by the parent/carer fabricating or inducing illness in a child.

- **Possible signs:**
Bruising [without satisfactory explanation], burns [often recurrent], bite marks, parent/carers frequently alleging illness in a child, body covered in hot weather, reluctance to do PE, self-harm
- **Impact of physical abuse:**
It can lead to neurological damage, physical injuries, disability and occasionally death. Harm may be caused directly by the abuse itself or by the abuse taking place in a wider family context of conflict. Physical abuse has been linked to aggressive behaviour, emotional and behavioural problems and educational difficulties

II. Neglect

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent/carer failing to provide adequate food, shelter, and clothing, access to medical care, failure to protect a child from physical harm, as well as excluding a child from home or abandonment.

- **Possible signs of neglect:**
Constant hunger, poor personal hygiene, poor state of clothing, frequent lateness or non-attendance at school, untreated medical problems
- **Impact of neglect:**
Severe neglect of young children is associated with major impairment of growth and intellectual development. Persistent neglect can lead to serious impairment of health and development and long-term difficulties with social functioning, relationships and educational progress

III. Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment 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 he/she is worthless, unloved or inadequate, or valued only in so far as they meet the needs of another person.

- **Possible signs of emotional abuse:**

Physical, mental and emotional development lags, over-reaction to mistakes, extremes of passivity or aggression, continual self-depreciation, self-harm, inappropriate emotional response to painful situations.

It may be when an adult constantly behaves in an uncaring or hostile way towards a child or young person, perhaps by bullying, rejecting, frightening or criticising them

- **Impact of emotional abuse:**

Emotional abuse has an important impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy. Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse. Some level of emotional abuse is involved in all types of mistreatment of a child or young person, though it may occur alone

IV. 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. F

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

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse

- **Impact of sexual abuse:**

Self-harm, inappropriate sexualised behaviour, depression, loss of or poor self-esteem, aggressive behaviour, lack of trust, running away from home

- Other signs of abuse include children missing in education, run away or go missing and extremism/radicalization. All schools must inform the local authority of any pupil who fails to attend school regularly, or 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

In making professional judgements, take into account:

The frequency of bruising/injury, context of injury, explanation from child and adult, parent response/skills

N.B. 'Non-Accidental Injuries' must always be reported to the DSL. If injuries keep occurring the school will always seek advice from CSC or the LADO

CHILDREN IN NEED / CHILD PROTECTION ISSUES

This policy does not only refer to children who may have suffered an abuse outlined above. All staff are expected to be aware of and look out for other potential issues such:

- pupils' medical conditions (refer to our First Aid policy)
- mental health problems (refer to our Welfare, Health & Safety policy)
- long term absence (refer to our Attendance policy and DfE statutory guidance on missing children)
- bullying (refer to our anti-bullying policy)
- female genital mutilation (contact local police)
- e-safety (refer to our e-safety policy and anti-bullying policy)
- attempts to radicalize children (contact Prevent/Channel (2015) 020 7340 7264)
- children missing from education (contact local authority)

Working with Children in Need may lead to inter-agency assessment using local processes such as CAF or Team Around the Child (TAC). Staff receive information, briefing / training on all of the above issues.

CHILDREN AT RISK

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

TRANSPARENCY AND WORKING WITH PARENTS

The School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of child protection are available from the School office. We hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. We will never ignore an allegation of child abuse and will always refer them to the appropriate statutory agencies. Open communications are essential. We expect parents to inform the school of any concerns they have about any child.

SPECIFIC SAFEGUARDING ISSUES

Expert and professional organisations are best placed to provide up-to date guidance and practical support on specific safeguarding issues. For example, NSPCC offers information for schools and colleges on the TES website and also on its own website (www.nspcc.org.uk). Schools can also access broad government guidance on the issues listed below via the GOV.UK website:

- child sexual exploitation (CSE)
- bullying including cyber bullying
- domestic violence
- drugs

- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health,
- private fostering
- radicalization, extremism and terrorism
- sexting
- teenage relationship abuse
- trafficking

SAFER EMPLOYMENT PRACTICES (to be read in conjunction with Safer Recruitment Policy)

The School follows the Government's recommendations for the safer recruitment and employment of staff who work with children (*Part 3 Safer Recruitment*) "*Keeping Children Safe in Education*" (2015). All members of the teaching and non-teaching staff at the School including part time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the statutory child protection checks before starting work.

I. RECRUITMENT PROCEDURE

In order to ensure safer recruitment, the School will:

1. Ensure that when a post is advertised the advertisement makes clear the school's commitment to safeguarding and promoting the welfare of children.
2. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people and that a DBS enhanced check will be a requirement of the position.
3. Ensure that the person specification includes specific reference to suitability to work with children, the Barred List check.
4. Ensure that the appropriate prohibition checks are made on those appointed to leadership and management positions.
5. Ensure that Disqualification by Association checks are made.
6. Ensure that applicants for the position complete an application form and that a CV is not acceptable. On the application form the applicant will supply the names and addresses of two professional referees, one being their current employer.
7. The school will contact the referees to obtain two independent professional references. It will include a statement asking the referee to state whether they are aware of anything that might give rise for concern about the applicant's suitability to work with children. Personally written references addressed 'To Whom it May Concern' will not be acceptable.
8. At the interview any gaps in the employment history will be questioned and a record made of the reasons given.

9. Visiting speakers are required to be appropriately supervised whilst in school.

II. APPOINTMENT PROCEDURE

The following checks must be made before an appointment is confirmed.

1. Evidence of identity, including name address and date of birth;
2. Application form with checks on any gaps in employment and a record that the reasons for any gaps are satisfactory;
3. Number and date of DBS or Barred List check (the 'disclosure' itself should normally be destroyed within 6 months, except in the case of supply staff);
4. A prohibition order check for teaching staff;
5. Two references requesting referees to give any reason why the applicant should not be employed for work with children); if a reference is taken over the telephone, detailed notes should be taken, dated and signed;
6. Evidence of qualifications (if relevant);
7. Medical declaration;
8. Evidence of permission to work (for any member of staff who is not a national of a European Economic Area (EEA) country);
9. Evidence of checks provided by another country for an applicant who has worked abroad (if applicable);
10. Interview with written record of outcome.

THE PROCEDURE SHOULD INCLUDE:

1. Informing applicants that any previous employer may be contacted;
2. Following up references with telephone calls where this is considered desirable;
3. Making contact with the school at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving);
4. Making clear that checks must be completed before an appointment can be confirmed.

All these checks for newly appointed staff will be recorded on the Single Central Register.

Senior staff will complete online training for Safer Recruitment in Education. There is not a set frequency for staff refresher training. The training is available from NSPCC: www.nspcc.org.uk.

All volunteer helpers and contractors working regularly during term time are also vetted. Our policies are reviewed annually by the Director and Proprietor.

RAISING AWARENESS and POLICY REVIEW

The Head Teacher reports termly to the Proprietor on all matters relating to Safeguarding – this is usually in the termly Safeguarding Meeting. The annual review of the school's child protection policies, including an update and review of their implementation, is carried out by the Head Teacher and the Proprietor. It is the responsibility of the Proprietor to:

- Review the procedures for and the efficiency with which the child protection duties have been discharged;
- Ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay;
- Approve amendments to child protection arrangements in the light of changing Regulations or recommended best practice
- Ensure that the school contributes to inter-agency working in line with *Working Together to Safeguard Children* (WT 2015) through effective implementation of the child protection policy and procedures and good cooperation with local agencies.
- Ensure that staff have the skills, knowledge and understanding necessary to keep safe children who are looked after by a local authority. This includes ensuring that staff have the information they need about the child's status, contact arrangements with parents, care arrangements and delegated authority to carers, and information available to the DSP.

Minutes of the annual review are taken.

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

Should any deficiencies or weaknesses in child protection arrangements be identified, these will be remedied without undue delay.

DESIGNATED SAFEGUARDING LEAD (DSL)

The Designated Safeguarding Lead (DSL) at St. Nicholas, both school and EYFS is **Ms. Hemal Lukha**. In her absence **Ms. Fazila Bhana** assumes responsibility. As of October 12th 2015 the DSL for St. Nicholas School will be **Mr. Edward Cooper**, and he will be deputised by **Ms. Jennifer Chisholm**.

The DSL has been fully trained for the demands of the role in child protection: inter-agency working, participation in child protection case conferences, supporting children in need, record keeping and promoting a culture of listening to children. The DSL regularly attends courses with other child support agencies (NSPCC/Brent Local Authority) to ensure that best practice is shared and knowledge is updated.

The DSL will undergo refresher training at least every two years provided by the local authority or an external welfare agency acceptable to the local safeguarding children board (LSCB). The DSL will keep all staff updated with current procedures and practices and will ensure that all new and temporary staff receive the necessary training to familiarise them with their child protection responsibilities. The DSL will also ensure that all teaching staff and staff who routinely have contact with the children, are trained and receive refresher training regularly, in line with advice from Brent LSCB, about their responsibilities from Brent Local Authority or an external welfare agency.

The DSL maintains close links with the Local Safeguarding Children Board (LSCB) for Brent and reports termly to the appointed person designated to take responsibilities for safeguarding arrangements on behalf of the Proprietor and annually with the Proprietor, on the child protection issues outlined in this policy. The person appointed to have responsibility for Safeguarding on behalf of the Proprietor is Tracey Storey.

The DSL will ensure that the London Child Protection Procedures and the Brent Local Safeguarding Children Board Policies and Procedures are easily accessible to all staff and volunteers. A copy is held in the Head Teacher's Office and is available from www.brentlscb.org.uk.

The DSP will maintain accurate and secure child protection records, ensuring that all such records are kept confidential and are separate from pupil records.

The Designated Safeguarding Lead will also take lead responsibility for safeguarding children within the EYFS setting and liaising with the local children's agencies as appropriate.

The DSL will make prompt contact with children's social care where there are concerns that a child may be in need of help or at risk and/or with the LADO in relation to allegations against someone working in the school and/or with the police if a criminal offence is suspected.

INDUCTION, TRAINING AND STAFF QUALIFICATIONS

Every new member of staff, including part-timer staff, temporary, visiting and contract staff working in the school, should receive appropriate briefing / training on:

- their responsibilities in being alert to the signs of abuse and other stated 'children in need' issues
- the procedures for recording and referring any concerns to the Designated Safeguarding Lead.

All staff, including temporary staff and volunteers, will be provided with induction training that includes:

1. The school's child protection policy
2. The staff code of practice policy including Whistleblowing procedures
3. The identity of the DSL
4. A copy of Part 1 of KCSIE 2015 which they must read
5. Other related policies stated herein this policy

Staff will receive additional training / information where necessary in relation to policy updates.

All staff will receive effective supervision and will be provided with support, coaching and training, promoting a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

All school staff, all teaching staff and those support staff who routinely have contact with the children, are trained and receive refresher training regularly, in line with advice from Brent LSCB, about their safeguarding responsibilities and the school's safeguarding policy and procedure. All existing staff have been provided with a copy of Part 1 of the guidance KCSIE and a list indicating that they have read it is kept by the Head Teacher. Training will also be given to staff concerning the risks of radicalization and how to identify children/young people at risk.

Where staff are employed by another organisation and are working with pupils outside of the school's premises, assurance is obtained that the appropriate child protection checks have been undertaken and that the staff are familiar with the appropriate child protection policies and procedures.

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings. The school aims to provide a PFA trained staff member per boy and girl groups whilst students are 'segregated' for changing for swimming excursions.

There is a separate policy on the use of Mobile Phones and Cameras and all staff must read the Mobile Phones and Cameras Policy in conjunction with the Safeguarding Policy. These include EYFS where the use cameras and mobile phones is forbidden.

INTERACTION WITH PUPILS: Code of Practice

New members of staff and volunteers are given copies of the school's Code of Practice (see appendix 1). This document sets out a vital part of our induction procedure. The Code provides guidance for teachers and other members of staff. It is not intended to be substituted for proper training.

The Code is placed on the agenda of a staff meeting once a year so that it can be reviewed and updated by the staff themselves before sending to the Proprietor for approval. If staff have any concerns relating to the Code then they should inform the DSL.

RAISING AWARENESS WITH PUPILS

The School prides itself on its culture of open and effective communication between staff and pupils. We prepare all of our pupils to make reasoned, informed choices, judgments and decisions. Children are taught about safeguarding, including on-line e-safety, and how to build resilience against forms of radicalization through the curriculum and designated PSHE lessons.

For further information please see the Welfare, Health and Safety Policy, and PHSE planning. The school's pastoral program including assemblies, tutor system, pupil leadership roles etc also help raise pupil awareness of expectations and responsibilities.

EQUAL TREATMENT

The School is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavor to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

COMPLAINTS

We hope that you and your child do not have any complaints about our School, however, if you do wish to make a complaint, please write to the Head Teacher, who will provide you with a copy of the School's complaints procedure.

Email address: head@stnicholasschool.org.uk

Postal address:

St. Nicholas Preparatory School & Nursery

22 Salmon Street

Kingsbury

London

NW9 8PN.

Tel: 020 8205 7153

PROCEDURES FOR DEALING WITH CASES

Safeguarding plays an integral part in Inspired Learning Group's policies and procedures. Staff receive compulsory training which supports all aspects of safeguarding including an understanding of signs of abuse in children and examples of abuse by staff. It is important that children receive the right help at the right time to address risks and prevent issues escalating, acting on and referring the early signs of abuse and neglect, keeping clear records, listening to views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging inaction.

A. What to do if you are concerned about a child's welfare:

1. Where teachers or other staff see signs which cause them concern, they should discuss their concerns with the Designated Safeguarding Lead.
2. A Record of Concern form must be completed immediately detailing as much information as possible.
3. The Designated Safeguarding Lead has specific responsibility for co-ordinating action in the School and for liaising with social services departments and other agencies over suspected or actual case of child abuse. The DSL will contact Brent Family Front Door (0208 937 4300) and the Front Door team will determine whether a concern regarding a child reaches the social care/child protection threshold. For general safeguarding advice you can contact the Brent Child Protection Advisor (020 8937 4305). The Designated Safeguarding Lead must use the Referral Form (appendix 4) to record details if the concern is to be reported to the appropriate investigating agencies, which may include Brent social care (0208 937 4300), the Brent Local Authority Designated Officer (LADO) Email: brent.lado@brent.gov.uk or the Police (020 8733 3503 anytime). A full list of relevant contact details including external agencies can be found at appendix 2.
4. The Designated Safeguarding Lead will refer the case or discuss the issues with the appropriate investigating agencies within 24 hours, for example CSC for children in need or at risk and LADO for allegations against staff, following up in writing within 48 hours using the Brent Children's Social Care referral form for Professionals that is accessible from the Brent LSCB website (www.brentlscb.org.uk) The Designated Safeguarding Lead will inform the Proprietor if a referral is made. Safeguarding is ultimately everyone's responsibility and any one may make a referral to external agencies.
5. All conversations regarding the disclosure must be in a written format and sent to Social Care/LADO.
6. Following the referral, the investigating agency will acknowledge receipt of the referral and decide the next course of action.
7. The Safeguarding of Children Log must be completed when advised by Social Care or the LADO.
8. **Staff must NOT question any other persons implicated in the disclosure.** To do so may prejudice any potential police investigations.
9. Staff should familiarise themselves with the guidance in KCSIE 2015
10. It should be remembered that anyone can refer a child to children's social care if necessary.

B. What to do if a child makes a disclosure:

1. A disclosure may happen at any time
2. Remain calm, listen carefully and allow the child to speak for as long as they want to
3. Teachers should be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings. **They should not question the child, ask leading questions or make suggestions about what the child means.** The **TED** principles of **T**ell me, **E**xplain to me, **D**escribe to me should be used
4. The Teacher should listen to the child and make accurate notes of the discussion, using the Child's Conversation Log Sheet .The notes should record the child's name and age, time, date, place and people who were present as well as what was said. The nature of the injuries, where appropriate, should also be included. However if a crime may have been committed the matter should be reported to the police.
5. Where an allegation is made, teachers or other members of staff should report the information to the Designated Safeguarding Person who will follow steps 4-7 in the section above, "**What to do if you are concerned about a child's welfare**"
6. Schools have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. **If a child confides in a member of staff requests that the information is kept secret, it is important to explain to the child that the member of staff has a responsibility to refer cases of alleged abuse to the appropriate agencies on a need to know basis**
7. Teachers and other members of staff should share information only within appropriate professional contexts.
8. Parental or pupil consent is not required for a referral to the statutory authorities where there are concerns about a child's safety.

C. Child on child abuse:

- i. If the allegation is child against child, follow the same steps in the section above "**what to do if a child makes a disclosure**". **Bullying incidents should be treated as a child protection concern** when there is a reasonable cause to suspect that a child is suffering or likely to suffer, significant harm and be referred to an external safeguarding agency. Please refer to our anti-bullying policy.
- ii. Refer also to our Behavior and Inclusion Policy

D. Allegations of abuse against teachers and other staff, including volunteers

(Part 4 Keeping Children Safe in Education, including "What to do if the allegation is against the head teacher").

If an allegation is made against a teacher the quick resolution of that allegation must be a clear priority to the benefit of all concerned.

1. If a child makes a disclosure regarding a member of staff or volunteer the allegation should be reported to the DSL or head

2. If a child makes a disclosure regarding the DSL the allegation should be reported to the head or Proprietor.
3. If a child makes a disclosure regarding the head the allegation should be reported to the Proprietor.
4. In the case of serious harm the police should be informed at the outset.
5. Once the Designated Safeguarding Person has been notified, the Local Authority Designated Officer (LADO) brent.lado@brent.gov.uk must be contacted immediately to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Discussions should be recorded in writing, and communication with both the individual and the parents of the child/children agreed.

Any LADO enquiry's should be directed to the email address above and will be responded to within one working day

PLEASE NOTE: Confidential information should NOT be sent to this email address

If you wish to have a discussion prior to making a referral please contact in order:

- **Sandra Trumper: 020 8937 4834, Mobile 07867 187007**
- **Siobhan McAree: 0208 937 4113, Mobile 07867 184013**
- **Nichola Fraser: 0208 937 4791, Mobile 07867 184033**

6. In the absence of the Head Teacher the allegation should be reported directly to Amit Mehta, the Proprietor, 07818 458424. If the allegation is made against the DSP/Head Teacher, this should be reported directly to Amit Mehta who will inform the LADO.
7. The DSP must inform the Disclosure and Barring Service (DBS) as soon as possible and in any event within 14 days.
8. The School will take advice from the LADO until all enquiries are complete. The school must not undertake their own investigations of allegations without prior consultation with the LADO, or in the most serious cases, the police, so as not to jeopardize statutory investigations. In borderline cases discussions with the LADO can be held informally and without naming the school or individual.
9. Staff have a duty to report any safeguarding concerns to the DSP, therefore, any staff who hears an allegation of abuse against another member of staff/volunteer should report this immediately. If the allegation is made against the Head Teacher, the Proprietor must be informed as in 3.
10. Consideration will be given as to whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place. The school will give due weight to the views of the LADO and the policy when making a decision about suspension. If a member of staff is suspended, it must be made clear to the parent of the child making the allegation and the member of staff who has been suspended, that the suspension is not a finding of guilt. The suspension is to allow a full investigation to take place, whilst ultimately safeguarding the school. An individual should be suspended only if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification should be recorded by the employer and the individual notified of the reasons.
11. From 1st October 2012, there are restrictions on the reporting or publishing of allegations against teachers and so schools must make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about an investigation or decision in a disciplinary case.

12. Inspired Learning Group recognises the member of staff's need for support at this time and will identify the support required. If an allegation is made against a teacher the quick resolution of that allegation should be a clear priority to the benefit of all concerned. Any unnecessary delays should be eradicated.
13. Allegations that are found to be malicious should be removed from personnel records; and any that are unsubstantiated, are unfounded or malicious should not be referred to in employer references.
14. Where it is found that pupils have made malicious allegations, consideration will be given as to whether to apply an appropriate sanction.
15. If an allegation is founded staff may have their details recorded on the barred list register and any future DBS checks may also detail this information if a conviction is made. It is a requirement to report promptly to the DBS any person who has harmed or poses a risk of harm to a child and who has been or would have been removed from employment. Consideration will be given to referring the staff member to the National College for Teaching and Leadership (NCTL) where there is a dismissal or the staff member resigns before a dismissal.
16. The school will provide for a report to be sent promptly to the Disclosure and Barring Service, if the school dispenses with a person's services because of unsuitability to work with children, or would have done so had the person not resigned. A report is made to Ofsted within 14 days if there is an allegation of serious harm or abuse by a person living, working or looking after children at the premises or elsewhere, or any other abuse on the premises.

The address for referral is:

The Disclosure and Barring Service
PO Box 181
Darlington
DL1 9FA
Tel: 01325 953 795
Email: dbsdispatchteam@dbs.gsi.gov.uk
Website: www.homeoffice.gov.uk/DBS

Ofsted
Picadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231
enquiries@ofsted.gov.uk

Ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible. **Failure to make a report constitutes an offence.** 'Compromise agreements' cannot apply in this connection, or where the individual refuses to cooperate with an investigation. The proprietors of independent schools have a legal duty to respond to requests from the DBS for information they hold already, but they do not have to find it from other sources. Schools

will be asked, as part of routine inspection, to confirm that they have disclosed to inspectors all instances of action in relation to safeguarding concerns.

17. Independent schools are also under a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence". Further guidance is published on the NCTL website. Where a referral has been made to the DBS, it is not necessary for a referral also to be made to NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration must be given to an NCTL referral.

The address is:

NCTL
Department for Education
Picadilly Gate
Store Street
Manchester
M1 2WD
0370 000 2288
<https://www.education.gov.uk/contactus/nctl>

This Policy must be read in conjunction with:

- Whistleblowing Policy
- Mobile Phones and Cameras Policy
- Missing or Lost Child Policy
- Health and Safety Policy
- First Aid Policy
- Anti-bullying Policy

Policy sign-off:



Amit Mehta
Schools Proprietor