



**BROCKWOOD PARK SCHOOL &  
INWOODS SMALL SCHOOL including EYFS**

SAFEGUARDING AND CHILD PROTECTION POLICY

Last Trustee Review Date	November 2016
Policy endorsed by	The Trustees & Co-Principals
Policy is maintained by	Brockwood & Inwoods DSL
ISI reference	A6, B2,B10, B15, B17, E1
Next review date	August 2017
Review body	Brockwood & Inwoods DSL

**It is everyone's responsibility to help keep children safe.**

Staff members working with children are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned.

This policy, which applies to the whole school, including the Early Years Foundation Stage (EYFS), is publicly available on the school website and on request; a copy may be obtained from the School Office. All employees should read this policy in conjunction with our Safer Recruitment Policy, Whistleblowing Policy, Staff Code of Conduct and The Teachers' Standards [https://www.gov.uk/government/.../Teachers\\_standard\\_information.pdf](https://www.gov.uk/government/.../Teachers_standard_information.pdf).

**Definition of Safeguarding and Promoting the Welfare of Children:** Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

**The Child's Wishes:** Where there is a safeguarding concern, governing bodies, proprietors and school or college leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems should be in place for children to express their views and give feedback. Ultimately, all systems and processes should operate with the best interests of the child at their heart.

**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by the Co-Principals and Designated Safeguarding Leads. The trustees will undertake a full annual review of the policy and procedures, inclusive of its implementation and the efficiency with which

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the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognized in arrangements or procedures will be remedied immediately and without delay.

**Early Help:** All school staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

All staff should be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

If early help is appropriate, the designated safeguarding lead will support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate. The case will be kept under constant review. Consideration will be given to making a referral to children's social care if the child's situation does not appear to be improving.

**Guidance Issued by the Secretary of State:** The policy is written to meet the requirements set out by the Government's statutory guidance Working Together to Safeguard Children (WT) (March 2015) and KCSIE (September 2016) and the Prevent Guidance: for England and Wales (Prevent) (March 2015), Prevent Guidance: for England and Wales (Prevent) (March 2015). A copy of the full Government guidance relating to child protection, which contains information about the responsibilities of governors, the recruitment, selection and pre-employment vetting processes and how to deal with allegations of abuse made against teachers and other staff, can be downloaded from:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_September_2016.pdf)

**Relevant School Policies:** This policy document should be read in conjunction with other school policies and handbooks on behaviour and interactions between students and those who work with and to support them. The staff code of conduct, the anti-bullying and acceptable use policies for staff and students (which includes information about use of social media and the internet) are particularly important.

**Working with Inter-Agencies:** This policy sets out the school's practice both for children who may be at risk of significant harm, as well as children and their families in need of support, to prevent problems escalating. It explains our work with other agencies, which is in line with locally agreed procedures, as set out by the Hampshire Children's Safeguarding Board, and follows LSCB procedures.

In preparing this policy we are attentive to the nature, age range and other significant features of the school in the provisions made for safeguarding. With an age range at Inwoods and Brockwood Park from 4 to 20 years, we are also aware of the potential scope for problems relating to emotional and mental health issues, body image, eating disorders, self-harm and also radicalisation and extremism.

**What school staff should do if they have concerns about safeguarding practices within the school:** All staff and volunteers should raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime with the senior leadership team. Appropriate whistleblowing procedures are outlined in the staff behaviour policy.

**Key people responsible for Child Protection and Safeguarding, including EYFS (Early Years Foundation Stage)**

The following individuals have overall responsibility for Child Protection at Brockwood Park School and Inwoods Small School, are referred to in this policy and can be contacted via the main school switchboard **01962 771744** or, if the matter is not urgent, via their email address.

**Remember: Safeguarding is everyone's responsibility and anyone can make a referral to the Safeguarding Children Board.**

**Our School's Designated Safeguarding Lead (DSL), the Deputy DSL, and Inwoods DSL** have lead responsibility for child protection and are also the Prevent Officer and Deputy Prevent Officers responsible for the prevention of radicalisation, extremism and being drawn into terrorism. Their telephone numbers are prominently displayed in the school. Brockwood Park School and Inwoods Small School DSL and Deputy DSL are:

**Designated Safeguarding Lead (DSL) for Brockwood Park School** Sunsong Clark, Pastoral Co-ordinator, Member of the Senior Team

Tel: 01962 771744 Email: [sunsong@brockwood.org.uk](mailto:sunsong@brockwood.org.uk)

**Deputy Designated Safeguarding Lead (DDSL) for Brockwood Park School**

In the absence of the DSL inform the Deputy DSL Antonio Autor, Co-Principal

Tel: 01962 771744 Email: [antonio@brockwood.org.uk](mailto:antonio@brockwood.org.uk)

**Designated Safeguarding Lead (DSL) for Inwoods**

Mary-Ann Ridgway, Head of Inwoods Small School

Tel: 01962 771065 Email: [mary-ann@inwoods.org.uk](mailto:mary-ann@inwoods.org.uk)

**Deputy Designated safeguarding Lead (DDSL) for Inwoods Small School**

In the absence of the DSL inform the Deputy DSL Mariamah Mount

Tel: 01962 771065 Email: [mariamah@inwoods.org.uk](mailto:mariamah@inwoods.org.uk)

**Wendy Smith and Gary Primrose are the Liaison Trustees for Child Protection issues, and Gary Primrose is the Chair of the Trustees; they can be contacted via the Bursar of Brockwood Park School and Inwoods Small School [bursar@brockwood.org.uk](mailto:bursar@brockwood.org.uk)**

**The Schools' Independent Listener is Anne Greene. Contact: 0797 666 7473**

**email: [agreenesage@gmail.com](mailto:agreenesage@gmail.com) She is available to be contacted by both staff and students.**

**The Local Authority Designated Officer (LADO)** should be advised of all cases where it is alleged that a person who works with children has:

Behaved in a way that has harmed, or may have harmed a child.

Possibly committed a criminal offence against, or related to a child.

Behaved towards a child or children in a way that indicated she or he is unsuitable to work with children.

All allegations should be referred to the LADO for advice before any investigation takes place and within one working day. In borderline cases, these discussions can be held informally and without naming the individual.

**Local Authority Designated Officer (LADO).**

There are three LADOs in the Safeguarding Unit: Barbara Piddington, Mark Blackwell and Eric Skates. Barbara covers: East Hampshire, Fareham, Gosport, Havant, Hart and Rushmoor; Mark covers: Basingstoke, Eastleigh, New Forest, Test Valley and Winchester.

**Eric's role is to cover the independent and special schools across the whole county** and, as such, he is the named LADO for Brockwood Park School and his email address is: [eric.skates@hants.gov.uk](mailto:eric.skates@hants.gov.uk) . He works part-time on Tuesday, Wednesday and Thursday. Barbara or Mark cover in his absence. They all have individual email addresses but the best way to contact them to ensure a prompt response from a LADO would be [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk) - **however, when sending a referral use the secure email address: [child.protection@hants.gcsx.gov.uk](mailto:child.protection@hants.gcsx.gov.uk)**

**They can all be contacted on the same number: 01962 876364.**

**Making a referral to Children's Services**

Children's Services or police must be contacted immediately if there is a concern that a child may be at risk of immediate harm, or suffering from emotional, physical or sexual abuse or neglect. This harm may be from an adult or another child or children or unknown individuals (eg online). In the case of the latter, any children involved should be referred.

**Action to take if you are concerned about a child's well-being**

**Key Phone numbers: Police 999 (or 101 for non-urgent cases)**

*Children's Services for Hampshire may be contacted directly on the Professional Line: 01392 225379. Out of hours, call Hampshire Social Services Direct on 0845 600 4555 (Emergencies). Fax number is 01252 327755. If the child lives out of Hampshire, you may also have to contact their local Children's Services. Hampshire will tell you if you have to do that and give you appropriate contact details.*

Although decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, would normally be taken in consultation with parents and students, their consent is not required for a referral when there are reasonable grounds to believe that a child is at risk of significant harm.

**For staff or governor concerns about radicalisation, email [prevent.engagement@hampshire.pnn.police.uk](mailto:prevent.engagement@hampshire.pnn.police.uk) . For non-urgent concerns call DfE non-emergency advice line 020 73407264 or email [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)**

**It is mandatory for us to report any suspected cases of Female Genital Mutilation to the Police whose contact details are: for non-emergency 101 and for emergency calls 999. For advice and guidance telephone: 0800 028 3550 Email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)**

We differentiate between safeguarding children who have suffered or are likely to suffer significant harm, ‘**children at risk,**’ and those who are in need of additional support from one or more external agencies, ‘**children in need**’.

**Concerns about a child:** if a child has suffered or is likely to suffer significant harm, the DSL must immediately report this to the Multi Agency Safeguarding Hub (MASH).

**Children in need of additional support from one or more agencies:** the DSL will make a referral using utilising the “Team around the Child” (TAC) approach

Further details available at:  
<http://www3.hants.gov.uk/childrenservices/childrenandyoungpeople/child-protection/mash.htm>

**If a child is in immediate danger or left alone, you should contact the police or call an ambulance immediately on 999.**

**Police Child Abuse Investigation Team– call 101**  
**Police Domestic Abuse Investigation Team –call 101**

### **Child death**

Sadly unexpected child deaths do occur. If the school becomes aware that a child has died then the school must call the HSCB child death overview panel (CDOP) manager on **01962 876356** – secure fax: **01962 834538** and then complete CDOP Form A Notification (download from [www3.hants.gov.uk/cdop](http://www3.hants.gov.uk/cdop)) and email it to: [HCC.4LSCBCDOP@nhs.net](mailto:HCC.4LSCBCDOP@nhs.net)

Please also refer to the **Hampshire Safeguarding Board Policies, Guidance, Protocols and Information:**

[www.hampshiresafeguardingchildrenboard.org.uk/resources-policies-guidance.html](http://www.hampshiresafeguardingchildrenboard.org.uk/resources-policies-guidance.html)

**Further advice on areas of child protection is available from:**

**NSPCC:** <http://www.nspcc.org.uk/>

**Childline:** <http://www.childline.org.uk/pages/home.aspx>

**CEOPSThinkuknow:** <https://www.thinkuknow.co.uk/>

**Anti-Bullying Alliance:** <http://anti-bullyingalliance.org.uk/>

**Beat Bullying:** <http://www.beatbullying.org/>

**Further important contact numbers and resources**

<p><b>Children’s Reception Team</b>                  For professional advice or to place referrals:                  01329 225379  <a href="mailto:csprofessional@hants.gov.uk">csprofessional@hants.gov.uk</a>                  This line is open 8.30-5.30 Monday to Thursday and 8.30-4.30 on Fridays</p>	<p><b>Hampshire Police</b>                  0845 045 4545</p>
<p><b>Hampshire Children’s Services</b>                  For general public, 8.30-5.00                  0845 603 5620</p>	<p><b>NSPCC Child Protection Line</b>                  24/7 adult helpline                  0808 800 5000</p>
<p><b>The NSPCC whistleblowing helpline</b> is available for staff who do not feel able to raise concerns regarding child protection failures internally.</p>	<p>Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday                  email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p>
<p><b>Out of Office Hours Emergency Social Work Service</b> (Including out of hours Child Protection Referrals)                  08456004555                  The Hampshire Council Emergency Service Controller will take initial details and contact the appropriate out of hours officer.</p>	<p><b>Childline</b>                  For students or adults who want to make an anonymous inquiry.                  0800 1111</p>
<p><b>Consultation Line</b> (9.30am - 11.30am Tuesday and Wednesday)                  This number is available for consultation, advice or when you just want to talk over a situation and case names are not required                  01962 876 364</p>	<p><b>Hampshire Safeguarding Children Board</b>  <a href="http://www.4lscb.org.uk/hampshire/">http://www.4lscb.org.uk/hampshire/</a></p>
<p><b>Local Authority Designated Officers (LADO)</b>                  For allegations against staff or those in a position of trust                  01962 876364</p>	<p><b>Hampshire Constabulary Child Abuse Investigative Unit</b>  <a href="http://www.hampshire.police.uk/Internet/Specialist+Units/crime/sid/caiu/index.htm">www.hampshire.police.uk/Internet/Specialist+ Units/crime/sid/caiu/index.htm</a></p>
<p><b>Anne Longfield OBE,                  Children's Commissioner.</b>                  Tel: 02077838330</p>	<p><b>Ofsted (EYFS)</b>                  0300123 3155</p>

Children’s Services should also be contacted for advice where a child is felt to have a need beyond that provided by universal care so that other agencies can be involved where appropriate. The school seeks to take prompt action in the light of any concerns, including early signs of possible abuse, neglect or radicalisation, as doing so may help to prevent the level of need escalating. The school challenges inaction by other agencies if it believes this is in the interests of the child(ren).

Although the DSL or Deputy DSL makes referrals to Children’s Services if they or a colleague are concerned about a child’s welfare and believe that level of intervention is required, **anyone can make a direct referral to Children’s Services if they have concern, including children.**

## **Parental involvement**

The school seeks to work with parents to support students. Each safeguarding concern is assessed by DSL/DDSL/Inwoods DSL using decision-making criteria. The LADO may be contacted as a source of anonymous advice. Following consideration and taking any advice required from the LADO, parents will be contacted regarding any safeguarding concerns involving their child(ren). If a referral to Children's Services is needed, parents will be informed beforehand, unless there is a concern that doing so would put a child at immediate risk of harm or the child does not give consent. In the case of the latter, the school will seek advice from the LADO or Children's Services as to appropriate next steps. In the event of a concern that a child or children may be abusing another child, the school contacts Children's Services for advice without contacting parents and parents can only be contacted with the agreement of Children's Services.

## **DSL and Deputy DSL Responsibilities and Job Description (including the Prevention of Radicalisation in line with KCSIE (DFE July 2015):**

Both the DSL, the Deputy DSL and the DSL of Inwoods have the authority within the school to carry out the duties of the post. The core responsibility of the DSL is to maintain an overview of safeguarding within the school, to open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in practice.

### **The DSL will:**

- Advise and act upon all suspicion, belief and evidence of abuse reported to them.
- Keep the Co-Principals informed of all actions unless one or both of the Co-Principals is the subject of a complaint. In this situation, the DSL should consult with Gary Primrose, the Chair of the Trustees.
- Liaise with the SSD and other agencies on behalf of the School
  - Refer all cases of suspected abuse to Children's Social Care and to:
    - the LADO for child protection allegations which concern a member of staff or volunteer,
    - the Disclosure and Barring Service where a person is dismissed or left due to risk/harm to a child and/or the police if a crime may have been committed
    - Police (in cases where a crime may have been committed)
  - Liaise with the Bursar and Co-Principals for Safeguarding Issues
  - Keep links with the Hampshire LSCB and the LADO
  - Keep staff aware of child protection procedures
  - Ensure staff are alert to changes in children's behaviour which could indicate that they may be in need of help or protection
  - Use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

## **School training**

Every trustee, member of staff and others with unsupervised contact with children, including voluntary and temporary staff, has pre-appointment checks, including DBS, before they take up their post. Child protection training is compulsory for new members of staff, trustees and others working at the school in a regulated activity. All new staff meet the DSL (or DDSL) and are also

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required to read the school's child protection policy, the staff code of conduct, the whistle-blowing policy and part one of KCSIE (September 2016). The INSET programme includes updates for all staff on child protection and safeguarding, in accordance with Hampshire requirements. This training includes that relating to the Government's Prevent strategy, so that they have the knowledge and confidence to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to know how to refer children and young people for further help. There is also training in other safeguarding areas, including (cyber-)bullying.

The Designated Safeguarding Lead, Deputy and Inwoods DSL receive annual inter-agency training and attend other courses in the interim, receiving regular safeguarding and child protection updates at least annually. Every new member of the teaching and non-teaching staff, including new peripatetic musicians and sports coaches, is required to attend a training session on child protection. These sessions are led by the DSL or DDSL, or Inwoods DSL and are held either before the beginning of term or as soon as possible after term starts and at regular intervals throughout the year for new-joiners. The INSET programme includes updates for all staff on child protection. Similar training is offered to all Trustees.

There is training for all staff every year, in accordance with Hampshire requirements. Any update in national or local guidance will be shared with all staff in staff meetings and briefings, then captured in the next whole school training. This policy will be updated during the year to reflect any changes brought about by new guidance.

Every member of staff needs to be confident that they understand their role in:

- Keeping children safe
- Promoting the welfare of students
- Promoting equal opportunities and inclusion
- Preventing bullying and harassment
- Preventing radicalisation

The induction session explains:

- The welfare system for students at Brockwood Park and Inwoods
- The identity and function of the DSLs
- The legal framework for our Child Protection, Staff Code of Conduct and Anti-Bullying policies
- The school's policies on Child Protection

All staff are required to read Keeping Children Safe in Education (KCSIE) September 2016, Part 1, and to pay particular attention to Annex A regarding safeguarding and child welfare. An online quiz is completed by all staff after reading through this document – a certificate of attainment is placed in their file upon completion. Those working directly within EYFS are required to respond to questions relating to disqualification by association.

Further, more detailed training notes, advice and information can be sought from the DSL or deputies: never sit on a nagging concern.



**Promoting awareness about safeguarding amongst students**

- Our curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our students. All our staff play a vital role in this process, helping to ensure that all of our students relate well to one another and feel safe and comfortable within the school. We expect all staff to lead by example, and to play a full part in promoting an awareness that is appropriate to their age amongst all our students on issues relating to health, safety and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our students always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy. Residential staff have a particularly important role to play.
- Time is allocated in assemblies, Human Development, Inquiry Time and pastoral time to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. We use appropriate opportunities to discuss with the students the unacceptability of bullying and abusive behaviour and to promote appropriate relationships with staff.
- Our programme aims to teach students to use the internet and electronic equipment safely, inside and outside of school. They are alerted to the dangers posed by adults and young people in person and online; to bully, groom, abuse or radicalise others.
- Informal interactions between staff and students are important ways to educate our young people about how to keep themselves and others safe and what to do if they have concerns.
- Visiting speakers are supervised by staff and are selected carefully to ensure that they promote tolerance and do not promote extremism.
- Students have access to an independent listener for confidential advice and support. Details of other people and services they can contact are on the school noticeboard.
- Our ICT Acceptable Use Policies for students and those working at the school sets out its expectations of behaviour in relation to use of the internet and ICT and the way in which the school seeks to protect students from the negative aspects of ICT and build resilience amongst students so that they can protect themselves and others.
- The IT department monitors the internet use of all those using the school network. Any concerns around the use of ICT by staff or students are reported to the DSL. Concerns about students are reported by tutors to parents so that they can work in partnership with the student(s). Police are involved as appropriate. Filters are in place to safeguard children from accessing inappropriate material, including that relating to terrorism and other illegal activities, such as pornography and violence.

**How staff can help keep children safe and avoid putting themselves at risk of accusations of Inappropriate behaviour**

All members of staff should abide by the staff code of conduct and, in particular, follow the good practice guidelines below. Contact the DSL, the deputy DSL or Inwoods DSL if you have any queries.

- Treat all young people with dignity and respect

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- Watch your language, tone of voice and body language
- One-to-one situations should normally occur only for timetabled activities or lessons, such as small groups, music lessons, performing arts and sports tuition, which should be held in an appropriate venue for the activity. If a child has to be met individually for exceptional or pastoral reasons, this should be in a room with a window in the door. Alternatively, the door should be kept ajar.
- Don't invade a child's privacy, especially when toileting or washing
- Don't play rough or provocative games
- Don't be sexually suggestive about or to a child, even in fun
- Don't touch a child inappropriately or obtrusively
- Don't scapegoat, ridicule or reject a child
- Don't show favouritism
- Don't involve children in excessive attention seeking
- You may only give lifts to children at the school if your car details are registered with the Bursary.
- Any off-site activity must have risk assessment
- Don't share sleeping accommodation with students
- Don't permit abusive peer activities e.g. bullying, ridiculing, initiation ceremonies
- Don't allow unknown adults access to children in your care. Visitors should wear a label and be accompanied by a known person
- Use the internet sensibly and responsibly
- Any taking of photographs or moving images should be in accordance with the Brockwood Park School and Inwoods Small School Policy on Taking, Using & Storing Images of Children. If you use your own device, the images should be deleted within 14 days.
- There are duty, trip and other official mobile phones available: avoid giving personal contact details to students, except in the case of emergencies. Electronic exchanges with students should be via school accounts only.

### **Child abuse**

All school staff members should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should

always speak to the designated safeguarding lead.

Child abuse can happen to any child in any family. KCSIE defines child abuse as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

According to KCSIE, abuse may take the following forms:

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Evidence of abuse

Every member of staff must be vigilant in recognising possible signs of abuse of children, which may be by other children or adult(s), at the earliest opportunity. It is the responsibility of each member of staff to take action whenever abuse is suspected. Please see guidance below and flow diagram (see appendix page 15) of action to be taken if a child is suffering or likely to be suffering from abuse, taken from KCSIE 2014.

A child may be experiencing abuse if he or she is:

- *Frequently dirty, hungry or inadequately dressed*
- *Left in unsafe situations, or without medical attention*
- *Constantly “put down,” insulted, sworn at or humiliated*
- *Seems afraid of parents or carers*
- *Severely bruised or injured or with unexplained mild bruising*
- *Displays sexual behaviour which doesn't seem appropriate for their age*
- *Growing up in a home where there is domestic violence*
- *Living with parents or carers involved in serious drug or alcohol abuse*

*Remember, this list does not cover every child abuse possibility. You may have seen other things in the child's behaviour or circumstances that worry you.*

### Action when a student discloses any sort of abuse or something which may be abuse

If a student discloses any sort of abuse, or something which may be abuse, to a member of staff, reassurance should be given, but it must be made clear to the student that confidentiality cannot be preserved. Staff should listen sympathetically, but take care not to ask leading questions, since this could invalidate any possible legal proceedings. Any disclosure or otherwise gathered information suggestive of child abuse must be investigated immediately. The following 10 key points may be helpful:

1. **Always stop and listen** to anyone who wants to talk to you about incidents or suspected abuse
2. **Write notes** – if not at the time then straight after
3. **Never make a promise** that you will keep it secret. Instead, give reassurance that only those who need to know will be told

#### **1. Do not ask leading questions**

2. Immediately after the discussion, **inform the DSL** or Deputy DSL and complete a safeguarding concern form within 12 hours (copies of these forms can be found in the School Office, Pastoral Office, Staff Room or can be obtained from the DSL).

3. **Discuss** with the DSL whether steps need to be taken to protect the person who may be being abused
4. **Never attempt to carry out an investigation**: Social Services and the Police are trained to do this
5. **Within 24 hours of the disclosure** the DSL should notify Hampshire Social Services
6. **Never think abuse is impossible** or that the accusation is bound to be wrong
7. **Young people often tell other young people**, rather than adults: ensure that other young people are aware of the issue of abuse and how to report it

### **What school and college staff should do if they have concerns about a child**

If staff members have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care.

If anyone other than the designated safeguarding lead makes the referral, they should inform the designated safeguarding lead as soon as possible. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. Staff should follow up on a referral should that information not be forthcoming.

See flow chart setting out the process for staff when they have concerns about a child. If, after a referral, the child's situation does not appear to be improving, the designated safeguarding lead (or the person who made the referral) should press for reconsideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.

### **What school and college staff should do if a child is in danger or at risk of harm**

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made.

### **Procedure for staff if they receive a disclosure of abuse, or possible abuse, by an adult other than a member of staff or another child**

A detailed record of any allegation of abuse must be made at the time of disclosure, and given to the DSL of Brockwood Park, or the DSL of Inwoods, (or in their absence the DDSL). The matter must not be discussed with anyone else. Once the record has been passed on to the (D)DSL the person to whom the disclosure was made will be informed as to whether or not the matter has been referred to Children's Services and/or parents have been informed. It is unlikely that any other staff, apart from the Co-Principals, will be given details of the abuse. This is to protect the privacy of the child(ren) and protect them from further abuse. Those who have been abused are particularly vulnerable to further abuse. However, anyone concerned that a matter may not have been appropriately addressed should contact the Co-Principals or Children's Services directly.

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The student making the disclosure should be told that this must be reported to the DSL of Brockwood Park, the DSL of Inwoods, or the Deputy DSL, who, in conjunction with the Co-Principals of Brockwood Park or the Head of Inwoods (or Wendy Smith or Gary Primrose, the Liason Trustees for Child Protection Matters, in the case of the Co-Principals' absence) will take advice on the School's course of action – including contact with parents and others, where appropriate. In the most serious cases contact with the police is required. Any child protection matter must be referred to the local social service department within **24 hours** of the disclosure.

The DSL will call in the appropriate assistance, including Hampshire Social Services Child Protection Unit, who will advise on the support of the child (or children in cases where the allegation is against a child), and the passing of information to parents and others, as well as the next steps that will be taken. If Children's Services decide an investigation is required they will carry that out and this will include contact with parents and the children concerned.

Pastoral support of a child making a disclosure, or a child who is accused of abusing another, is essential and parents are normally best placed to provide this, working in partnership with the school. The school will discuss appropriate support with Children's Services to ensure that confidentiality isn't compromised and any support doesn't compromise an investigation. If they haven't already done so, the student may then also wish to seek the support of their tutor and/or other trusted adult in the school, and this should be encouraged. It is important to convey to the student a sense of support and sympathy where appropriate.

If after consulting the LADO a decision is made that a referral to Children's Services is not appropriate, parents of any children concerned will be contacted as soon as possible with details of any concerns, and then the school will aim to work with the student/s and parent/s, as well as relevant colleagues and appropriate external agencies to seek to resolve any issues and ensure appropriate support is in place for the student/s.

### **Record Keeping:**

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead.

The school's records on child protection are kept locked in the relevant school and are separated from routine student records. Access is restricted to the DSL, the Deputy DSL, Inwoods DSL and the Co-Principals.

### **Arrangements for dealing with allegations of abuse against teachers and other staff**

If an allegation is made against a member of staff or volunteer – including the (D)DSL – similar procedures should be followed, but the adult to whom the allegation has been disclosed must go straight to the Co-Principals of Brockwood Park or the Head of Inwoods who will refer the matter to the Local Authority Designated Officer (LADO) or police immediately, without investigation, and then act on their advice before contacting the member of staff, student/s and parents. In borderline cases, discussions with the LADO are held informally without naming the school or the individual.

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Discussion with the LADO considers the nature, content and context of the allegation and a course of action will be agreed, including any involvement of the police. The LADO will advise on whether the member of staff about whom the allegation has been made should continue their duties until the matter has been resolved, or not. In considering whether a suspension or other alternative arrangements are needed, the school gives due weight to the views of the LADO and takes legal advice.

Contact details for Hampshire LADOs are on page 3 of this document.

When a member of staff who is suspended pending the conclusion of an investigation of a child protection nature is also resident in boarding accommodation, arrangements will be made for alternative accommodation.

If an allegation is made against the Head of Inwoods the disclosure should be notified immediately to the **Co-Principals**. The **Liaison Trustees** should be contacted if the Co-Principals are unavailable. If an allegation is made against either of the Co-Principals the **Chair of Trustees** should be notified immediately. Contact with the Chair of Trustees and the Liaison Trustees can be made through the office of the Bursar.

Staff involved with a disclosure and the subsequent care of the child must write a follow up record of the case to its resolution.

All information must remain confidential, unless advised otherwise by the police, court or Children's Services.

Any child has the right to go direct to the Social Services to seek help, or to any other competent person or agency outside the school.

### **Arrangements for dealing with peer-on-peer allegations**

Peer-on-peer abuse is abuse by one or more pupils against another pupil. It can manifest itself in many ways and can include sexting, sexual assault and gender-based issues. Peer-on-peer abuse should never be dismissed as "banter" or "part of growing up". It is important to consider the forms abuse may take and the subsequent actions required:

- Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.)
- Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.)
- Bullying (physical, name calling, homophobic etc.)
- Cyber bullying
- Sexting
- Initiation/Hazing
- Prejudiced Behaviour
- Teenage relationship abuse

The School recognises that children can be particularly vulnerable in residential settings and are alert to the potential for peer-on-peer abuse.

### **Expected action taken by all staff**

Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures below rather than the School's Anti-Bullying and Behaviour policies:

A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation. The School will take advice from the LCSB on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the alleged victim and perpetrator. If it is necessary for a pupil to be interviewed by the Police in relation to allegations of abuse, the School will ensure that, subject to the advice of the LCSB, parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult and until the investigation is completed. Confidentiality will be an important consideration for the School and advice will be sought as necessary from the LCSB and/ or the Police as appropriate

At Inwoods it is important to deal with a situation of peer abuse immediately and sensitively. It is necessary to gather the information as soon as possible to get the true facts around what has occurred as soon after the child(ren) may have forgotten. It is equally important to deal with it sensitively and think about the language used and the impact of that language on both the children and the parents when they become involved. For example; do not use the word perpetrator, this can quickly create a 'blame' culture and leave a child labelled. In all cases of peer on peer abuse it is necessary that all staff are trained in dealing with such incidents, talking to young people and instigating immediate support in a calm and consistent manner. Staff should not be prejudiced, judgmental, dismissive or irresponsible in dealing with such sensitive matters.

Any boarding issue can be brought up by students to the attention of staff living on the Floors, either individually or in the weekly Floor Meeting. If the issue cannot be resolved, the Pastoral Co-ordinator will be informed and eventually the Head of Boarding will get involved if necessary. Staff living on the floors are in constant communication with the Pastoral Co-ordinator and the Head of Boarding and any issue or concern can be brought up to their attention.

### **Sexting/ youth produced sexual imagery**

Creating and sharing sexual photos and videos of under-18s is illegal.

The School's approach to sexting is:

- The incident should be referred to the DSL as soon as possible
- The DSL should hold an initial review meeting with appropriate school staff
- There should be subsequent interviews with the young people involved (if appropriate)
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

### **Preventative Strategies**

This can be supported by ensuring that each school/setting has an open environment where young people feel safe to share information about anything that is upsetting or worrying them. This can be strengthened through a strong and positive PHSE/SMSC curriculum that tackles such issues as prejudiced behaviour and gives children an open forum to talk things through rather than seek one on one opportunities to be harmful to one another.



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It is incredibly important that staff do not dismiss issues as ‘banter’ or ‘growing up’ or compare them to their own experiences of childhood. It is necessary that staff consider each issue and each individual in their own right before taking action. If staff minimise the concerns raised it may result in a young person seeking no further help or advice.

It is useful to ensure young people are part of changing their circumstances and that of the procedures within schools. Ensuring pupils have a voice and encouraging young people to support changes and develop ‘rules of acceptable behaviour’ will go far in helping to create a positive ethos in school and one where all young people understand the boundaries of behaviour before it becomes abusive.

### **Child Protection - The Trustees’ Role**

Wendy Smith and Gary Primrose are the Liaison Trustees for Child Protection issues. Gary Primrose is Chair of the Trustees. The Trustees consider child protection issues at each Trustees meeting, with day to day contact with the school via the Liaison Trustees for Child Protection. The Trustees are responsible for:

- Reviewing the procedures for and the efficiency with which the child protection duties have been discharged
- Ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay
- Approving amendments to child protection arrangements in the light of changing regulations or recommended best practice

### **Concerns regarding Brockwood Park School and Inwoods Small Schools’ policy or practices**

Any concerns regarding the Schools’ child protection policy or practices should be referred to the Co-Principals in the first instance. If a concern is raised, great care should be taken to maintain the confidentiality of anyone linked to an incident that may be related to child protection. This means that information that could identify them should only be shared with the Co-Principal or the (D)DSL, or appropriate agency (such as the Police or Children’s Services) and email communication which identifies the person (people) in any way should be avoided.

**Staff must report** to the DSL or DDSL or to the **Local Authority Designated Officer (LADO) any concern or allegation** about school practices or the behavior of colleagues that may put students at risk of harm. It may be helpful to refer to the school’s whistle-blowing policy.

**Contact details for the LADOs are on page 3 of this document.**

All allegations should be referred to the LADO for advice before any investigation takes place and within one working day. In borderline cases, these discussions can be held informally and without naming the individual.

### **EYFS at Inwoods Small School**

The DSL for EYFS in Inwoods Small School is Mary-Ann Ridgway.

The School will inform Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. For

example, where the School is satisfied that a person working in a relevant setting falls within one of the disqualification criteria. Any significant event must be notified to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the School became aware (or ought reasonably to have become aware) of it.

The School will notify Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere): Ofsted – 0300123 3155

The school will tell staff and others who work with children in the early years that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

**Disqualification:**

The school will notify Ofsted of any significant event which is likely to effect the suitability of any person who is in regular contact with children. Those working directly with children are required to complete a staff disqualification declaration relating to disqualification by association. If the school becomes aware of relevant information which may lead to disqualification of an employee, including by association, the school must take appropriate action to ensure the safety of children. In the event of disqualification of a person employed to work in or manage early years provision, the school must not continue to employ that person in work from which they are disqualified, or allow them to manage such work. In such a case of dismissal, the school must meet their responsibility under the Safeguarding Vulnerable Groups Act 2006, and make a referral to the DBS.

Effective systems will be in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable to fulfil the requirements of their roles.

The key requirement on schools is that they must not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they or others who live or work in their households are ‘disqualified’.

Where staff work in, or are involved in the management of, the School's early years or provision of care of pupils under the age of eight, the School will take steps to check whether those staff are disqualified under the Childcare Act 2006, including by association with others. This forms part of the School's safer recruitment practices, further details of which can be found in the School's Recruitment and Selection Policy

The School records all checks of staff employed to work in or manage relevant childcare on the Single Central Register. This includes the date disqualification checks were completed.

Where a member of staff is found to be disqualified, including by association, or if there is doubt over that issue then, pending resolution, the School will remove them from the work from which they are or may be disqualified. Suspension or dismissal will not be an automatic response; the School will consider if there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the designated officer when appropriate.

A provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed. If a provider or childcare worker is disqualified they may, in some circumstances, be able to obtain a ‘waiver’ from Ofsted.

### Mobile Phones

The School's policy on the use of mobile phones and cameras in the setting can be found in the School's Taking, Storing, and Using Images of Children Policy. Staff are not permitted to use their personal mobile devices in school. Staff who wish to use take photographs or video of pupils (whether on a personal or school device) must first speak with the Head to obtain their approval before taking any image of a pupil. Staff who wish to use their personal mobile devices or cameras in school for any other reason must first speak with the Head. Staff who act in breach of this may be subject to disciplinary action.

Phones may be taken on outings and visits for emergency contact but not for photographic use unless approval from the Head has been obtained. The Head Teacher may occasionally use the school mobile phone to take photographs, which are then downloaded onto the school system and deleted from the phone the same day.

Each class has its own camera that can be used by staff and children. Photos are downloaded onto the school system within 7 days.

Parents are not permitted to use their mobile phones or camera in or around the EYFS setting without prior approval from the Head, and any photos must only be for personal use and must not be uploaded onto any social media.

At Inwoods Small School, the statutory requirement for Early Years providers to promote 'Fundamental British Values' is adhered to by ensuring good practice as outlined in EYFS guidelines. For example:

- Promoting Democracy;
- Making decisions together with the children
- Turn-taking, sharing, collaboration;
- Rule of law;
- Working with the children to create rules and codes of behavior;
- Understanding consequences to behavior;
- Mutual respect and tolerance;
- Celebrating different cultures and traditions as appropriate;
- Challenging stereotypes, sharing stories that reflect diversity.

Further guidance is given by 4Children Early Years Team found at the following link:

[http://www.foundationyears.org.uk/files/2015/03/Fundamental\\_British\\_Values.pf](http://www.foundationyears.org.uk/files/2015/03/Fundamental_British_Values.pf)

### **SAFEGUARDING AT BROCKWOOD PARK and INWOODS SMALL SCHOOL**

**All staff are required to read Keeping Children Safe in Education, Part 1, and to pay particular attention to Annex 1 regarding safeguarding and child welfare. An online quiz is completed by all staff after reading through this document – a certificate of attainment is placed in their file upon completion**

**Specific safeguarding issues.** All staff should have an awareness of safeguarding issues, some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger. 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), gender based violence/sexual assaults and sexting. Staff should be clear as to the school's policy and procedures with regards to peer on peer abuse. Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues.

Specific safeguarding issues set out in KCSIE are listed below. Further explanation of these is given in KCSIE.

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- 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)
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking

### **Child Sexual Exploitation**

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 organized 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 is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

### **Forced Marriage**

Forced marriage is a marriage in which one or more of the parties is married without his or her consent or against his or her will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party (such as a matchmaker) in choosing a spouse.

### **‘Honour Based’ Violence**

All forms of so called HBV are abuse (regardless of the motivation) and should be handled as such. If staff have a concern regarding a child that might be at risk of HBV, they should activate safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and children’s social care. If in any doubt, staff should speak to the DSL.

### **Female Genital Mutilation**

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 Female Genital Mutilation (FGM), or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate the risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found in the Multi-Agency Practice Guidelines <https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>. Staff can report suspicions of FG to the DSL (who may subsequently involve Children’s Services), but since 31 October 2015 it has been mandatory for a teacher to report to the police suspected cases of FGM. The contact number for the police is on page 3 of this document.

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

Where a member of staff is aware that there is a risk of possible abuse by one or more students against another student, they must report this to the DSL who will need to refer such abuse to an external safeguarding agency if there are reasonable grounds to believe that a child is suffering significant harm.

Staff should activate local safeguarding procedures, using existing national and local protocols for inter-agency liaison with police and/or Children’s Social Care. Students who are in need of additional support from one or more agencies, will be connected by the DSL making sure the Common Assessment Framework (CAF) and Team around the Child (TAC) approaches are put in process.

### **The Prevent Duty: protecting children from the risk of radicalisation**

The School is aware of its duties under the Counter-Terrorism and Security Act 2015 (“The Prevent Duty”). Relevant activities and functions within the school take into account the School’s responsibilities under the Prevent Duty. Within the School, concerns or identified risks should be referred to the Designated Safeguarding Lead for guidance. The School will work with partner agencies, including the Local Safeguarding Children Board (LSCB), to seek advice, support and guidance drawing on multi-agency expertise, to support students and to prevent exposure to extremist views and political indoctrination. If any staff or governor has any concerns about radicalisation, they should contact Hampshire Constabulary on [prevent.engagement@hampshire.pnn.police.uk](mailto:prevent.engagement@hampshire.pnn.police.uk) or call 101. For non-urgent concerns, staff or governors can contact DfE non-emergency advice line on 020 73407264 or at [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

- As part of the Counter-Terrorism and Security Act (2015), the school shows due regard for the need to prevent young people from being drawn into terrorism.
- To fulfill our duty in this all members of staff will take part in the online general awareness training module which helps frontline staff become familiar with the factors that can contribute to the radicalisation of young people who are vulnerable.
- The DSL has attended one of the government’s training events to facilitate the further training of Brockwood Park staff. All staff are expected to complete the online course at: [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)
- Any young person within the school identified as being at risk of radicalisation will be referred to the Channel programme to provide support at the earliest possible stage.

### **Intimate care and appropriate contact**

Intimate care can be defined as care tasks of an intimate nature associated with bodily functions (examples include care associated with incontinence or menstruation). There are currently no students at the school who require intimate care in Brockwood Park. We hold to the guiding principle that every child’s privacy, dignity and autonomy should be respected at all times.

### **Action in the case of a missing child**

The appropriate school policy should be followed in the event of a child missing from school; this is on the staff server. In the case of repeated absence the DSL or Deputy will contact parents to establish the cause and contact Children’s Services if they are not satisfied that absence is appropriate. If a pupil fails to attend school regularly or is absent without leave for more than 10 school days, the LA will be notified. If a pupil leaves the school before the age of 17, and no onward school is given, the school will contact the local authority of the child’s place of residence.

### **Safer Employment Practices**

Brockwood Park School and Inwoods Small School follow the Government’s recommendations for the safer recruitment and employment of staff who work with children. 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 checked with the Disclosure and Barring Service (DBS), barred lists and prohibition orders before starting work. Retrospective checks on all staff appointed since 1 April 2012 have been completed. All Trustees, volunteer helpers, contractors working regularly during term-time, and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by the Trustees annually.

Assurance is obtained that, where they will not be supervised by a member of school staff, appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on another site.

The school has a duty to report to the DBS (within 1 month of leaving) any person whose services are no longer required by the school because they are considered unsuitable to work with children. Referrals on this basis are where the school has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children. Where a referral has been made to the DBS, it may also have to be made to the National College for Teaching and Leadership (NCTL). This could be where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The school will refer to Teacher misconduct: the prohibition of teachers (July 2014) and contact the NCTL in such cases to seek advice.

### **Site security and student supervision**

Although Brockwood Park School and Inwoods Small School have a relatively relaxed atmosphere the safety of our students is of paramount importance. There is no staff uniform in any department and the staff does not wear lanyards. All visitors are required to report to reception at Brockwood and to the office at Inwoods, to wear a badge and be accompanied by an adult member of the school unless they are attending a publicised event or are on a tour with students (in which case there should always be two students present). If they are visiting the school at a time when reception is closed they should be met and be accompanied by a member of staff. Staff are required to ensure that all visitors, whether or not they are known, comply with these requirements. Students are encouraged to be polite and welcoming but also to enquire who visitors are and to tell them to report to reception if they are not accompanied by staff.

Boarding accommodation is only accessible by keypad to the students in the relevant wings, the Pavilions and Cloisters, the staff who live and work in them and other relevant staff members. The key code should not be given to other staff, or visitors, working in the area. If the code is breached it should be changed within 12 hours.

Brockwood Park is situated on a rural site. No public footpaths run through the site. Students are permitted to leave the site unaccompanied by an adult by arrangement with parents/guardian.

Unless agreed with parents/guardians they must be accompanied by other students or staff and use the signing in/out process. If a student does not wish for the parents to be informed they are leaving the site (for example, older students with confidential medical appointments) then the Pastoral Coordinators may give permission for absence but a member of staff should accompany them if they are under 18.

Appendices

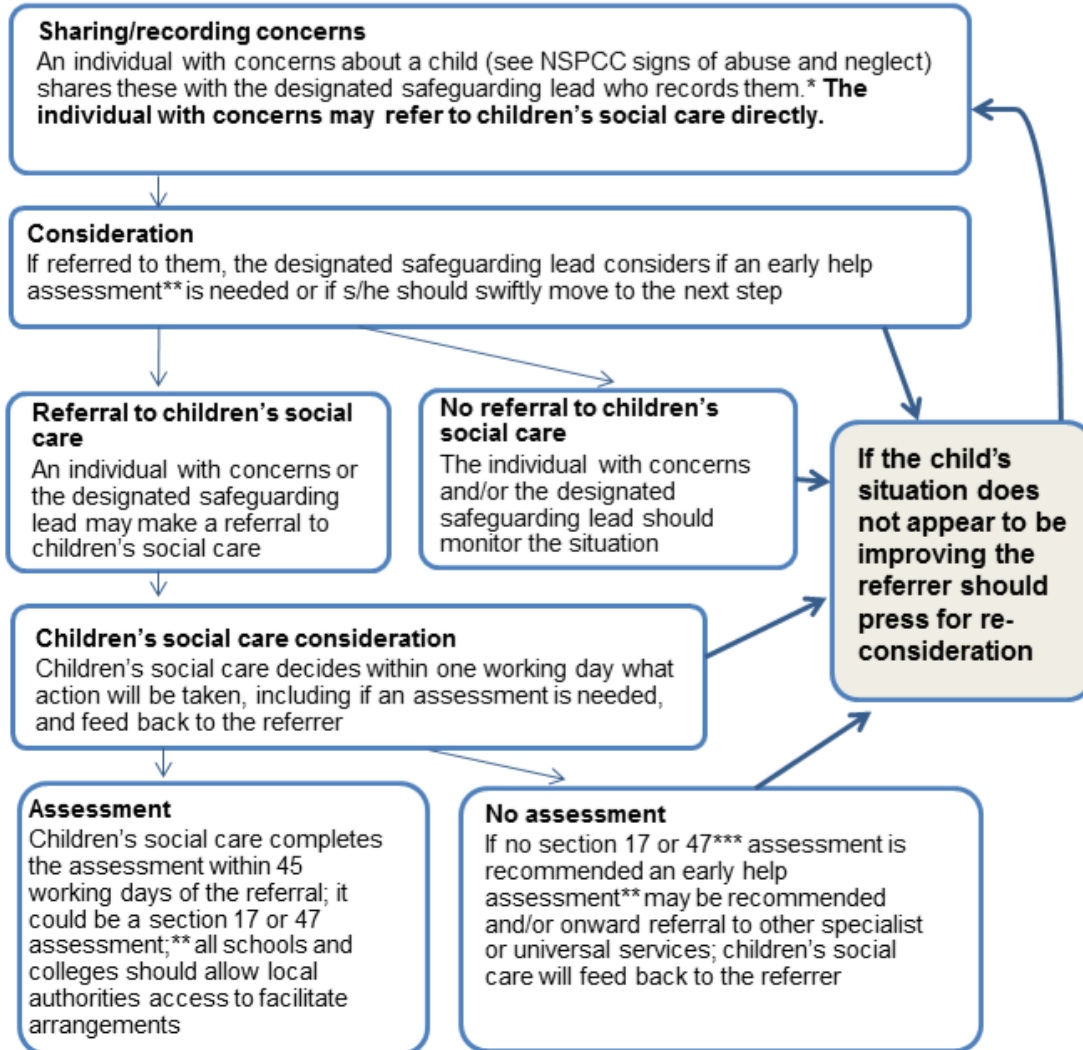
List of abbreviations in the policy:

CPL	Child Protection Lead
DBS	Data and Barring Service
DDSL	Deputy Designated Safeguarding Lead
DfE	Department for Education
DSL	Designated Safeguarding Lead
EYFS	Early Years' Foundation Stage
FGM	Female Genital Mutilation
INSET	In-service training
KCSIE	<a href="#"><u>Keeping Children safe in education (September 2016)</u></a>
LADO	Local Authority Designated Officer
NCTL	National College for Teaching and Leadership
Prevent	<a href="#"><u>Prevent Guidance: for England and Wales (Prevent) (March 2015)</u></a>
WT	<a href="#"><u>Working Together to Safeguard Children (WT) (March 2015)</u></a>



## Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it when there are concerns about a child. 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.**



\* In cases which also involve an allegation of abuse against a staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member

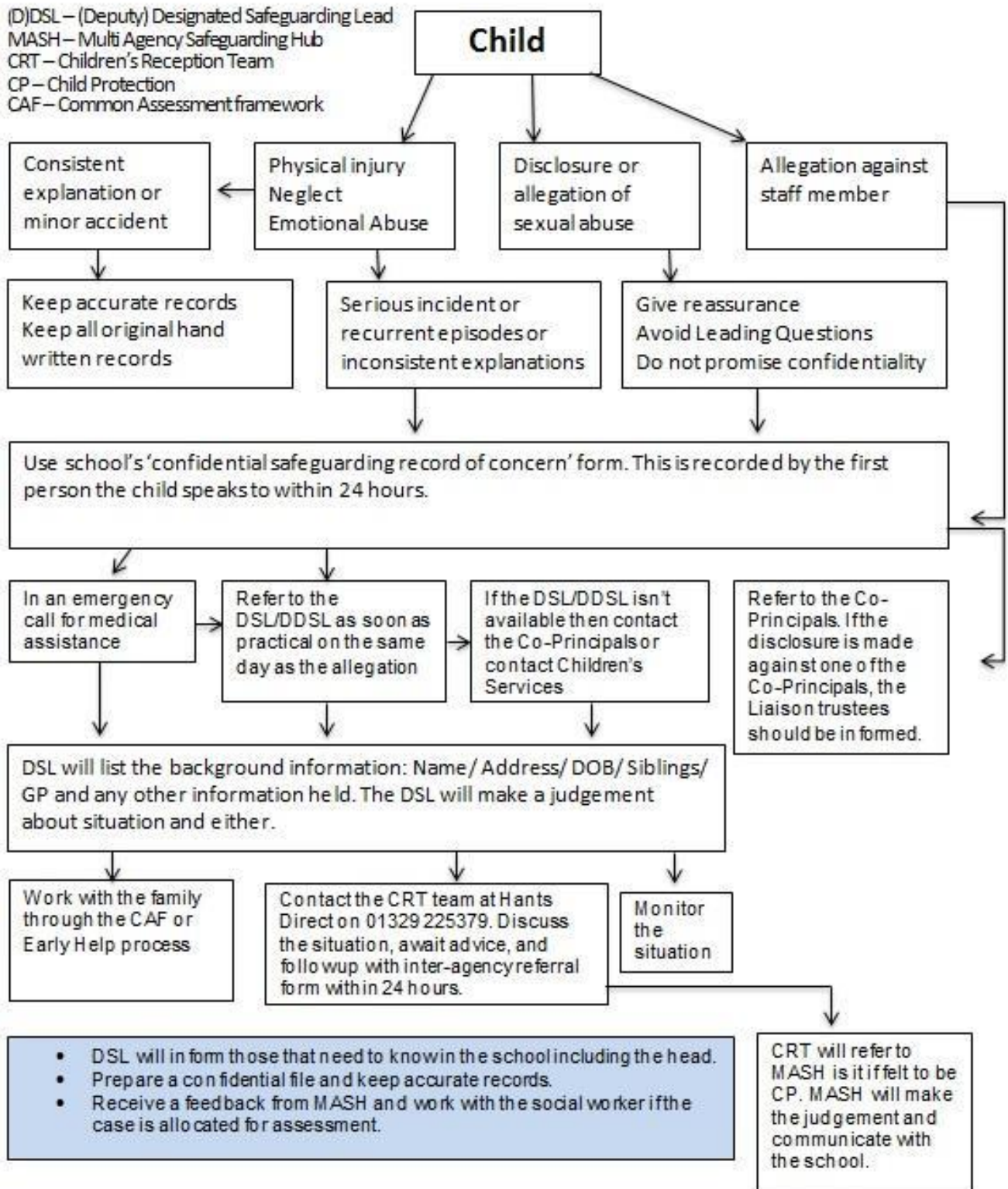
\*\* Where a child and family would benefit from coordinated support from more than one agency (eg, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

\*\*\* Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.



Child Protection Policy

Flowchart for Child Protection Procedures



**Actions when an E-Safety concern is raised**

