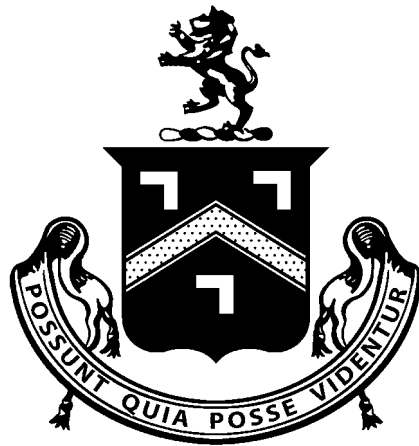


# DUMPTON SCHOOL



# SAFEGUARDING POLICY

APRIL 2017

## 1 Policy statement

- 1.1 Dumpton School (the School) is committed to providing a safe environment where pupils are respected and valued. The School recognises its statutory responsibilities to safeguard and promote the welfare of children. Safeguarding refers to the process of protecting children from abuse or neglect, preventing the impairment of development, ensuring that children receive safe and effective care and undertaking that role so as to enable those children to enter adulthood successfully.
- 1.2 Every complaint or suspicion of abuse from within or outside the School will be taken seriously and will be referred to an external agency such as Children's Social Care or the child protection unit of the police, without investigation within the School. Any disclosure or indicators of abuse will be reported verbally to the DSL or Deputy straight away or, where they are not available and concerns are immediate, ensure a referral is made without delay to the Family Support (Social Care) team which covers the area in which the child and family live.
- 1.3 Dorset Children's Services Family Support Teams (incorporating Children's Social Care and Early Intervention Services).

- **For NEW referrals (concerns about children, which require a social work assessment):** 01202 228866

- **To contact children's allocated social workers:**

**West Area** 01305 221450  
(Previously Bridport and Dorchester teams)

**East Area** 01202 474106  
(Previously Ferndown and Christchurch teams)

**Central Area**  
Purbeck 01929 553456  
North Dorset 01258 472652

**South Area**  
(Weymouth & Portland) 01305 760139

**Out of Hours Service** 01202 657279

### **PLEASE NOTE: ANYONE CAN MAKE A REFERRAL**

- 1.4 This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. This policy can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit. It also applies to the Early Years Foundation Stage (**EYFS**) provision.

Every pupil should feel safe and protected from any form of abuse which, in this policy, covers any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. We will endeavour to safeguard children and young people by:

- always acting in their best interests
- valuing them, listening to and respecting them

- involving them in decisions which affect them
- never tolerating bullying, homophobic behaviour, racism, sexism or any other forms of discrimination, including through use of technology

1.5 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will take all reasonable measures to:

- ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in *Keeping Children Safe in Education 2016* and the Education (Independent School Standards) (England) Regulations 2015 as amended
- ensure that we carry out all necessary checks on the suitability of people who serve on the School's governing body in accordance with the above regulations and guidance given in *Keeping Children Safe in Education 2016*
- ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Disclosure and Barring Service (DBS) within one month
- ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff
- follow the local inter-agency procedures of the Dorset Safeguarding Children Board
- protect each pupil from any form of abuse, whether from an adult or another pupil
- be alert to signs of abuse both in the School and from outside
- deal appropriately with every suspicion or complaint of abuse
- design and operate procedures which promote this policy
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations
- support children who have been abused in accordance with his / her agreed child protection plan
- be alert to the medical needs of children with medical conditions
- operate robust and sensible health and safety procedures
- take all practicable steps to ensure that School premises are as secure as circumstances permit
- operate clear and supportive policies on drugs, alcohol and substance misuse
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area
- have regard to guidance issued by the Secretary of State for Education (**DfE**) in accordance with section 157 of the Education Act 2002, Working Together to Safeguard Children (Inter-agency working) 2015, Disqualification under the Childcare Act 2006 (by association), 'Prevent' Counter-Terrorism and Security Act 2015 and associated regulations.

- ensure staff attend 'Prevent' training in respect of radicalisation and extremist behaviour and by assessing the risk of our pupils being drawn into terrorism.
- ensure staff attend the annual e-safety training day and are kept updated on related issues.

## 2 Child Protection Procedures

These procedures should be read in conjunction with 'Keeping Children Safe in Education, Part One: Information for all School and College Staff' 2016, plus Annex A.

### 2.1 What is Child Protection?

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

### 2.2 What is significant harm?

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

### 2.3 Purpose of these procedures

These procedures explain what action should be taken if there are concerns that a child is or might be suffering harm. A 'child' is a person under 18 years but the principles of these procedures apply to all pupils at this school, including those over 18.

### 2.4 Responsibilities and roles

- All adults in the school have an individual responsibility to safeguard and promote the welfare of children by taking appropriate action. This includes taking action where there are child protection concerns.
- Governing bodies are accountable for ensuring their school has an effective child protection policy which should be reviewed annually and available publicly, such as on the school website.
- The statutory safeguarding guidance for schools: 'Keeping Children Safe in Education 2016'(KCSiE) states that all schools and colleges should have 'a senior board level (or equivalent) lead to take leadership responsibility' for safeguarding.
- All adults have access to a copy of the KCSiE 2016 Part 1 (including Annex A which must be read by all adults working directly with our children) booklet. As of this year, all adults working at the school are required to undertake the school's online quiz answering questions directly relating to KCSiE Part 1. Updates to the KCSiE documentation will be shared with all adults via school email, staff briefing and appropriate meetings.

The person who takes leadership responsibility for safeguarding on the governing body of this school is: **Edrys Barkham**

### 2.5 This school has a Designated Safeguarding Lead (DSL).

This is the person who takes lead responsibility for safeguarding. Any concerns about children should be discussed with / reported to the DSL who will decide what action to take including referring to Children's Social Care or Police as appropriate. More information about the DSL role can be found in Annex B of Keeping Children Safe in Education 2016.

The Designated Safeguarding Lead in this school is: **Richard Nye**

The school also has at least one Deputy Safeguarding Lead.

The Deputy Safeguarding Lead is: **Jo Browning**

The Deputy Safeguarding Lead for the EYFS is: **Tonya Monaghan**

### 2.6 In addition, Dorset Children's Social Care can provide advice and guidance on safeguarding and child protection matters.

See Appendix 1 for contact details.

## **All action is taken in line with the following guidance:**

DfE guidance (2016) – Keeping Children Safe in Education  
Working Together to Safeguard Children (2015) – published by HM Government  
Bournemouth, Dorset and Poole Inter-Agency Safeguarding Procedures & Guidance, accessed through the Dorset Safeguarding Children Board website [www.dorsetlscb.co.uk](http://www.dorsetlscb.co.uk)  
What to do if you're worried a child is being abused – Government Guidance (2015)

### **3 Designated Safeguarding Lead**

3.1 The School has appointed a designated senior person with the necessary status and authority (**Designated Safeguarding Lead**) to be responsible for matters relating to child protection and welfare. This designated person at the School is the Deputy Head Mr Richard Nye. Parents are welcome to approach the Designated Safeguarding Lead if they have any concerns about the welfare of any child in the school, whether these concerns relate to their own child or any other. If preferred, parents may discuss concerns in private with the child's form teacher or the Head who will notify the Designated Safeguarding Lead in accordance with these procedures.

3.2 The main responsibilities of the Designated Safeguarding Lead are:

- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection

- to present a calm and efficient disposition in a crisis

- to follow procedures accurately and make informed decisions

- to listen objectively, actively and non-judgementally (please also see Appendix 6 on Arrangements for listening to children)

- to write clear, full and informative reports for external agencies, senior managers, governors and external agencies

- to understand the assessment process for providing early help and intervention through locally agreed common and shared assessment processes such as early help assessments

- to co-ordinate the child protection procedures in the School

- to maintain an on-going training programme for all School employees and governors

- to keep and maintain records of staff and governor training on child protection and safer recruitment procedures

- to ensure staff and governors sign to indicate that they have read and understand this policy

- to monitor the keeping, confidentiality and storage of records in relation to child protection

- to liaise with the local authority designated officer (LADO)

- to keep parents informed of action to be taken under these procedures in relation to their child in accordance with paragraph 14v

- to monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received

- to liaise with other professionals to ensure that children who are subject to child protection plans are monitored

- where appropriate, to take part in child protection conferences or reviews and

- to inform Social Care in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by social services.

3.3 The Designated Safeguarding Lead for the School site (including EYFS) is Mr Richard Nye - Deputy Headmaster, who may be contacted on 01202 883818. He will:

- advise and act upon all suspicion, belief and evidence of abuse reported to him

- keep the Head informed of all actions unless the Head is the subject of a complaint. In this situation, the Designated Safeguarding Lead should consult with the Chair of Governors, Ben

Davies, or in their absence, the Vice Chair of Governors, Kate Waterman, without notifying the Head first and

liaise with social services and other agencies on behalf of the School.

- 3.4 If the Designated Safeguarding Lead is unavailable his duties will be carried out by the Deputy Designated Safeguarding Lead, who has received appropriate training. The Deputy Designated Safeguarding Lead is Mrs Jo Browning, the Headmaster's wife, who may be contacted on 01202 883818.

**The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead have undertaken basic child protection training and training in inter-agency working and will attend refresher training at two-yearly intervals. The whole school undertakes child protection training every three years. Updates occur as required, often at the start of an academic year or a new term. Information is shared with all staff via a "Safeguarding Folder" on the staff intranet system which includes a variety of resources and tools. The staff also receive the Independent schools safeguarding newsletter from DCC on a regular basis.**

## 4 Abuse

What is child abuse?

4.1 It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (2015).

### i. Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act of commission (doing something), can also be caused through omission or the failure to act to protect.

### ii Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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 ill-treatment of a child, though it may occur alone.

### iii Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (e.g. kissing, rubbing and touching outside clothes). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

### Iv Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. This list is not exhaustive.



## 5 Signs of abuse

5.1 It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment. In most cases multiple issues will overlap with one another

## 6 Recognising child abuse – signs and symptoms

6.1 Keeping Children Safe in Education (2016) is clear: ‘All school and college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection’.

6.2 Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk. You do, however, have a clear individual responsibility to act if you have a concern about a child’s welfare or safety or if a child talks about abuse. You also need to maintain an attitude of 'it could happen here' and always act in the best interests of the child.

The following information is not designed to turn you into an expert but it will help you to be more alert to the signs of possible abuse. The examples below are not meant to form an exhaustive list; and you may find it helpful to refer to Government advice ‘What to do if you are worried about a child being abused’ (2015)

### i. Physical abuse

Most children will collect cuts and bruises in their daily lives. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where 5 bruises or injuries are unexplained or the explanation does not fit the injury or there are differing explanations. A delay in seeking medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical child abuse include:

- bruising in children who are not independently mobile
- bruises that are seen away from bony prominences
- bruises to the face, back, stomach, arms, buttocks, ears and hands
- multiple bruises in clusters
- multiple bruises of uniform shape
- bruises that carry the imprint of an implement used, hand marks or fingertips

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness should be seen promptly by a doctor.

Other physical signs of abuse may include:

- cigarette burns
- adult bite marks

- broken bones
- scalds

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example wearing long sleeves in hot weather
- running away from home

## ii. Emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Children who live in households where there is domestic violence can often suffer emotional abuse. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- a failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from parents' care
- sudden speech disorders
- developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- neurotic behaviour, e.g. sulking, hair twisting, rocking being unable to play
- fear of making mistakes
- self harm
- fear of parents being approached.

## iii. Sexual abuse

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. It is important to remember that children can be abused by other children.

Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously and appropriate action taken promptly..

The physical signs of sexual abuse may include:

- pain or itching in the genital/anal areas
- bruising or bleeding near genital/anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not being allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

#### iv. Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- being constantly dirty or smelly
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

6.3 The above list is not meant to be definitive but as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

6.4 There may well be other reasons for changes in behaviour, such as a death or the birth of a new baby in the family, relationship problems between parents/carers, undiagnosed medical conditions etc.

It is important that adults in school recognise that providing compensatory care might address the immediate and presenting issue but could cover up or inhibit the recognition of neglect in all aspects of a child's life. Compensatory care is defined as 'providing a child or young person, on a regular basis, help or assistance with basic needs with the aim of redressing deficits in parental care'. This might involve, for example, providing each day a substitute set of clothing because those from home are dirty, or showering a child whose personal hygiene or presentation is such that it is affecting his/her interaction with peers. It does not include isolated or irregular support such as giving lunch money or washing a child who has had an

‘accident’. If any adult in school finds s/he is regularly attending to one or more aspects of a child’s basic needs then this will prompt a discussion with the Designated Safeguarding Lead. The general rule is: the younger the child, the higher the risk in terms of their immediate health. However, serious neglect of older children and adolescents is often overlooked, on the assumption that they have the ability to care for themselves and have made a ‘choice’ to neglect themselves. Lack of engagement with services should be seen as a potential indicator of neglect.

School staff should be mindful of the above and discuss any concerns with the DSL who will take the appropriate action in accordance with the inter-agency neglect guidance on the DSCB website.

## **7 Forms of abuse linked to culture, faith or belief**

7.1 All staff at Dumpton will promote mutual respect and tolerance of those with different faiths and beliefs. Some forms of abuse are linked to these and staff should strive to suspend professional disbelief (i.e. that they ‘could not happen here’) and to report promptly any concerns to the DSL who will seek further advice from statutory agencies.

7.2 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, both for physical health and emotional wellbeing. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

- **Indicators:**

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found in the Multi-Agency Practice Guidelines. Chapter 9 of those Guidelines focuses on the role of schools and colleges. Possible indicators include taking the girl out of school /country for a prolonged period or talk of a ‘special procedure’ or celebration.

Section 5C of the Female Genital Mutilation Act 2003 (section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.

- **Actions:**

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care.

- **Mandatory Reporting Duty:**

Section 5B of the Female Genital Mutilation Act 2003 (section 74 of the Serious Crime Act 2015), places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police, where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.

The mandatory reporting duty commenced in October 2015. Once introduced, teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school’s designated safeguarding lead and involve children’s social care as appropriate.

Forced Marriage is illegal and occurs where one or both people do not or, in cases of people with learning disabilities, cannot consent to the marriage and pressure or abuse is used. It is not the same as arranged marriage. Young people at risk of forced marriage might have their freedom unreasonably restricted or being ‘monitored’ by

siblings. There might be a request for extended absence from school or might not return from a holiday abroad.

- 7.3 'Honour-based' violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. It can exist in all communities and cultures and occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. Females are predominantly, but not exclusively, the victims and the violence is often committed with some degree of approval and/or collusion from family or community members.

## **7 Allegations made by children about other children, including peer on peer abuse**

7.1 If one pupil causes harm to another, it is not always necessary for it to be dealt with through a referral to Children's Social Care: sexual experimentation within 'normal parameters', bullying and fighting, for example, are not generally seen as child protection issues. All incidents will, however, be taken seriously and abuse will never be tolerated or passed off as "banter" or "part of growing up". Parents/carers will be contacted and action taken as appropriate.

7.2 The nature and severity of the allegation or concern will determine whether staff will implement the school's anti-bullying or other school procedures or whether a referral needs to be made to social workers or the Police. The Designated Safeguarding Lead should be consulted if there is any doubt about the right course of action.

7.3 A referral to Children's Social Care will be made in all cases of domestic abuse relating to young people aged 16 and 17 who experience physical, emotional, sexual and/or financial abuse, or coercive control, in their intimate relationships.

7.4 A referral to Children's Social Care will be made if a child or young person displays sexually harmful behaviour. This involves one or more children engaging in sexual discussions or acts that are *inappropriate for their age or stage of development*. It is also considered harmful if it involves coercion or threats of violence or if one of the children is much older than the other.

7.5 The process for managing sexually harmful behaviour can be found in the inter-agency safeguarding procedures on the DSCB website. In brief, a multi-agency meeting should be convened by Children's Social Care following a referral and an action plan agreed.

7.6 A school risk assessment will be put in place, preferably by way of a meeting, which includes parents/carers and other professionals where they are involved.

7.7 Staff should not dismiss abusive behaviour as 'normal' between young people and should not develop high thresholds before taking action.

7.8 Staff should be aware of the potential uses of information technology for bullying and abusive behaviour between young people.

7.9 Sexting involves images or videos which are indecent or of a sexual nature, generated by children under the age of 18 or of children under the age of 18, shared via a mobile phone, handheld device or website.

7.9 Any incident of sexting within school will be investigated and the Deputy Head and DSL will be informed at the earliest opportunity. Any evidence of sexting will be dealt with by the Deputy Head (DSL), Headmaster or Senior member of staff. Such an incident may result in a referral to Children's Social Care, parents and possibly the police if appropriate.

The school takes steps to limit the risk of sexting in the following ways:

- The school does not allow pupil's personal mobile phones or devices on site without specific permission.
- Any pupil found with a personal mobile device, without permission will have it removed from them for collection by a parent.
- An 'Online Safety Day' where the police speak to all pupils and make themselves available to hear parent concerns regarding 'online behaviour'.
- The Computing and PSHE curriculums address issues relating to peer on peer abuse and the use of social media.
- Please also refer to the school's Social Media Policy and the Pupil's Use of ICT and Electronic Devices Policy.

## 8. Pupils engaging in under-age sexual activity

8.1 Sexual activity where one of the partners is under the age of 16 is illegal, although prosecution of young people who are *consenting partners of a similar age* is not usual. Designated Safeguarding Leads will exercise professional judgement when deciding whether to refer or take advice from social workers, taking into account such things as any imbalance of power, wide difference in ages or developmental stages etc.

8.2 Where a child is under the age of 13 penetrative sex is classified as rape under the Sexual Offences Act 2003 so must be reported to social workers in every case.

8.3 The inter-agency safeguarding procedures, on the DSCB website, have more information about under-age sexual activity.

8.4 **Youth produced sexual imagery:** making, possessing and distributing sexual photos and videos of under-18's is illegal. The relevant legislation is contained in the Protection of Children Act 1978 (England and Wales) as amended in the Sexual Offences Act 2003 (England and Wales). Schools should have regard for guidance issues by The UK Council for Child Internet Safety (UKCCIS). When an incident involving youth produced sexual imagery comes to a school's attention the following steps should be taken:

- 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 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

Adults should **not** view youth produced sexual imagery unless there is a good and clear reason to do so. Wherever possible responses to incidents should be based on what the DSL has been told about the content of the imagery. The decision to view imagery should be based on the professional judgement of the DSL and should always comply with the school's child protection policy and procedures. Imagery should never be viewed if the act of viewing will cause significant distress or harm to the pupil. Further details on searching, deleting and confiscating devices can be found in the DfE Searching, Screening and Confiscation advice. This advice highlights that schools have the power to search pupils for devices, search data on devices and delete youth produced sexual imagery.

Viewing youth produced sexual imagery can be distressing for both young people and adults and appropriate emotional support may be required.

If any devices need to be seized and passed onto the police, then the device(s) should be confiscated and the police should be called. The device(s) should be turned off and placed under lock and key until the police are able to come and retrieve it.

## 9. Child sexual exploitation

9.1 This form of abuse involves exploitative situations, contexts and relationships where young people receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, mobile phones) as a result of their performing, and/or another or others performing on them, sexual acts. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

9.2 Recognition of child sexual exploitation is part of staff training. We note that any child or young person may be at risk of this form of abuse, regardless of family background or other circumstances, and can experience significant harm to physical and mental health.



9.3 Due to the grooming methods used by abusers, it is common for young people not to recognise they are being abused and may feel they are 'in a relationship' and acting voluntarily.

9.4 Any concerns about child sexual exploitation will be discussed with the Designated Safeguarding Lead who will take appropriate action which might include completing a risk assessment form. The form and more detailed local procedures are in the inter-agency safeguarding procedures on the DSCB

## 10 Anti-radicalisation and extremism

- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Extremism is defined by HM Government as ‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.
- We recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability.
- Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and to understand that they are entitled to have their own different beliefs which should not be used to influence others.
- We recognise that children with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our pupils with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.
- Children are taught about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the Internet.
- Any concerns about pupils becoming radicalised or being drawn into extremism will be reported to the DSL who will not speak to parents/carers or other family members at this stage but will take prompt advice from the Police by e-mailing the Safeguarding Referral Unit: [sru@dorset.pnn.police.uk](mailto:sru@dorset.pnn.police.uk).
- Dorset has a Channel Panel in place, in accordance with its duties under the Counter-Terrorism and Security Act 2015. This is a multi-agency meeting which discusses individuals who have been referred by the Police as being vulnerable to being drawn into terrorism. Where pupils at Dumpton are being discussed, the DSL or Head will attend the Panel meetings.
- It is important that staff in all schools are aware of all above forms of abuse and report concerns to the DSL who will promptly seek further advice from statutory agencies including the Police by emailing the Safeguarding Referral Unit: [sru@dorset.pnn.police.uk](mailto:sru@dorset.pnn.police.uk). There is more information about specific safeguarding issues and links to websites in Part one of ‘Keeping Children Safe in Education’ 2016.

**Staff and governors at Dumpton have either attended a WRAP (Workshop to Raise Awareness of Prevent) session or have completed online Prevent training. Whole school training took place in January 2016 and a whole school update took place the following September. Updated information is shared with staff as required. A future WRAP session for all staff is being planned for 2017-18.**

## 11 Children Missing from Education

- All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- A child going missing from education is a potential indicator of abuse or neglect. Staff should follow the school's procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risk of their going missing in future.
- It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage. The school is currently awaiting advice from the DCSB about specific inter-agency procedures which address this.

## 12 Duty of employees, governors and volunteers

a. Every employee and governor of the School as well as every volunteer who assists the School is under a general legal duty:

- to protect children from abuse
- to be aware of the School's child protection procedures and to follow them
- to know how to access and implement the procedures, independently if necessary
- to keep a sufficient record of any significant complaint, conversation or event and
- to report any matters of concern to the Designated Safeguarding Lead.

Employees should follow the chart for staff worried about pupils that is set out in the Staff Handbook and at Appendix 1. The School will ensure that staff undertake appropriate child protection training every three years, and temporary and voluntary staff will be made aware of the school's child protection procedures and the requirement to follow them. Induction training for all staff and volunteers newly appointed will be provided. Governor training on child protection issues will be arranged, as appropriate.

b. **Whistleblowing:** All staff are required to report to the Head, or the Chair of Governors in his absence, any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. More details may be found in the schools *Whistleblowing Policy* available in the School Policies Folder on the Staff Intranet.

c. **Helping children to keep themselves safe:** Pupils are taught to understand and manage risk through the School's curriculum and all aspects of school life. Pupils are reminded regularly about e-safety and our bullying policy. Pupils are encouraged to speak to a member of staff in confidence about any concerns.

- d. **Medicines:** The School has a policy for administering medicines. The School must ensure that there is a first aid box accessible at all times with appropriate content for children. The School must keep a written record of accidents or injuries and must inform parents on the same day or as soon as possible of any treatment given.
- e. **Off-site arrangements:** When our pupils attend off site activities, we will use our reasonable endeavours to check that appropriate child protection and health and safety arrangements are in place.
- f. **Complaints:** The School's complaints procedure will be followed where a pupil or parent raises a concern about poor practice that initially does not reach the threshold for child protection action. For EYFS, the School will investigate any written complaints relating to our fulfilment of EYFS requirements in the Early Years Foundation Stage (Welfare Requirements) Regulations as amended and notify complainants of the outcome within 28 days of receipt of the complaint.

### 13 Safeguarding Staff Behaviour

Also see 226 Safeguarding Staff Behaviour Policy and the Code of Conduct in the Staff Handbook

All staff working at Dumpton play an important part in keeping the young people in the school safe. In addition, it is important that we take steps to keep ourselves safe.

Our actions can sometimes be perceived in a way that was not intended. The school wants to promote safe working practice for everyone on the school site, whatever your role.

In order to keep yourself safe from possible allegations, please follow this advice.

- a. **ALWAYS** set a good example by conducting yourself appropriately.
- b. **ALWAYS** maintain appropriate standards of conversation with and between pupils.
- c. **NEVER** instigate verbal or physical contact with pupils unless it is appropriate to your role. This applies both on and off the grounds.
- d. **NEVER** respond to physical contact from pupils unless it is appropriate to your role. If this occurs, or you have any other concerns about pupil behaviour, then report it immediately to the Designated Safeguarding Lead.
- e. **NEVER** give **personal** information to any pupil – for example your address, telephone or mobile phone number or email address.
- f. **NEVER** accept or respond to a pupil attempting to give you **personal** information – for example their mobile phone number or email address.
- g. **NEVER** accept physical or verbal abuse from a pupil. Do not respond yourself, but report it immediately to the Designated Safeguarding Lead.
- h. **NEVER** put yourself at risk working individually with pupils. Whenever possible, ensure another adult knows where you are and be visible and/or audible e.g. open door, window.
- i. **ALWAYS** report any inappropriate behaviour from a pupil to the Designated Safeguarding Lead.
- j. **ALWAYS** be aware that contact made outside of the Dumpton School grounds with a pupil may be considered inappropriate and could lead to your interaction being misinterpreted.
- k. **ALWAYS** use **school** equipment for **schoolwork**, **personal** equipment **for personal use** e.g. iPads, cameras etc.

## **Staff working around or with young people must be aware of the risk of abuse by adults or other young people.**

At Dumpton School, we believe that all pupils have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language or ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety:

- Allegations or complaints about staff should be reported to the Head teacher, not the DSL
- In the absence of the Head teacher, inform the Deputy Head or failing that, a member of the SMT.
- Write careful notes about what you have heard, witnessed or have been told. For reference purposes these are written on the 'Reporting Forms', which can be found in the bottom left hand pigeonhole in the Staff Room and at Appendix 2.

**If you suspect abuse, a young person tries to confide in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.**

All staff must be aware that inappropriate behaviour towards pupils is unacceptable. Staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

## **14 Procedures**

**Initial complaint:** A member of staff suspecting or hearing a complaint of abuse:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place
- must not ask leading questions, that is, a question which suggests its own answer
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken and
- must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead as soon as possible.

- a. **Preserving evidence:** All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, and computers), must be safeguarded and preserved.
- b. **Reporting:** All suspicion or complaints of abuse must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, or if the complaint involves the Designated Safeguarding Lead, to the Head. Details of procedures for reporting allegations against members of staff are given in paragraph e below and in the flow chart to be found in the Staff Handbook and at Appendix 2.

Members of staff must, as soon as reasonably practicable complete the Reporting Form.

- c. **Action by the Head Teacher:** The action to be taken will take into account:

the local inter-agency procedures of the Dorset Safeguarding Children Board  
 the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to Children's Social Care or the police

the wishes of the pupil who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes

- the wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Safeguarding Lead is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose duties of confidentiality, so far as applicable.

All referrals made to the Designated Safeguarding Lead will be reported to the LADO on a no names basis without identifying the family. The LADO is the only person with the authority to decide on further action. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to social services within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact social services again.

- d. **External agencies:** Whether or not the School decides to refer a particular complaint to social services or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to social services or the police and will be provided with contact names, addresses and telephone numbers, as appropriate.
- e. **Allegations against staff:** The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations.

These procedures (which are set out more fully in Appendix 3) follow the guidance in *Keeping Children Safe in Education 2016* and should be used where the member of staff or volunteer has:

- i. behaved in a way that has harmed a child, or may have harmed a child;
  - ii. possibly committed a criminal offence against or related to a child; or
  - iii. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.
- f. Where an allegation or complaint is made against the Designated Safeguarding Lead or any other member of staff or a volunteer, the matter should be reported immediately to the Head, or in his absence the Chair of Governors. Where appropriate, the Head will consult with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and all allegations will be discussed with the LADO before further action is taken. The accused person will be informed of the allegation as soon as possible after the LADO has been consulted. Appropriate support will be provided and a representative will be appointed to keep the accused person informed of the progress of the case as appropriate.
- g. **Allegations against the Deputy DSL (Head's wife), Head or Chair of Governors:** Where an allegation or complaint is made against the Deputy DSL (Head's wife) or the Head, the person receiving the allegation should immediately inform the Chair of Governors, or in his absence the Vice Chair, without first notifying the Head. Similarly, if an allegation is made against the Chair of Governors, the allegation should be reported to the Head. Again, any such allegations will be discussed with the LADO before further action is taken.
- h. **Suspension:** Suspension will not be an automatic response to an allegation. The LADO will be consulted as to the appropriate action to take and full consideration will be given to all the options, subject to the need to ensure:

the safety and welfare of the pupils or pupil concerned and

- the need for a full and fair investigation.

- i. **Timescales:** Where it is clear immediately that the allegation is unfounded or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month, with exceptional cases being completed within 12 months.
- j. **Unfounded or malicious allegations:** Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's Behaviour and Discipline Policy.



- k. Where a parent has made a deliberately invented or malicious allegation the Head will consider (in accordance with the School's Terms and conditions) whether to require that parent to withdraw their child or children from the school on the basis that they have treated the school or a member of staff unreasonably.
- l. Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the school reserves the right to contact the police to determine whether any action might be appropriate.
- m. Allegations that are not substantiated, are unfounded or malicious will not be referred to in employer references.
- n. **Record keeping:** Details of an allegation will be recorded on the employee's file and retained at least until the employee reaches the normal retirement age or for a period of 10 years from the date of the allegation, if this is longer, unless the allegation was found to have been malicious, in which case it will be removed from the employee's records.
- o. **Criminal proceedings:** The School will consult with the LADO following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed.
- p. **Ceasing to use staff:** If the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, a compromise agreement will not be used. There will be a prompt and detailed report to the Disclosure and Barring Service within one month if it is thought that the member of staff has engaged in conduct that has harmed or is likely to harm a child or if a person otherwise poses a risk of harm to a child. For teachers, a report must also be made to the National College for Teaching and Leadership. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.
- q. **Resignation:** If a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the Disclosure & Barring Service (DBS) in appropriate circumstances.
- r. **Early Years Foundation Stage (EYFS):**
  - i. The School will inform Ofsted and ISI, of any allegations of serious harm or abuse by any person living, working or looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of those allegations. The School will inform Ofsted and ISI of these allegations as soon as reasonably practicable but in any event within 14 days of the allegations being made and action being taken in respect of the allegations. The practitioner with responsibility for safeguarding in the Early Years setting is the Designated Safeguarding Lead.

- ii. At least one person who has a current first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.
- iii. All personal cameras and mobile phones are locked away on the EYFS floor and never used in the presence of children. Staff in other areas of the school are required to undergo a risk assessment if wishing to use personal mobile equipment or cameras and should speak to the DSL, Deputy DSL or Director of ICT for guidance if in any doubt. Cameras and mobile technology must not be used in pupil changing areas under any circumstances. Images taken in the EYFS on school equipment, are stored in school and never shared without first obtaining parental/carer permission.
- iv. The School must notify Ofsted of any serious accident, illness or injury to or death of any child whilst in their care and of the action taken. Notification must be made as soon as reasonably practicable but in any event within 14 days of the incident. The School must also notify local child protection agencies of any serious accident or injury to or the death of any child whilst in their care and must act on any advice.
- s. **Staff Guidance:** Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Handbook. The School's policy on physical restraint is included in the behaviour policy and the Staff Handbook.
- t. **Allegations against pupils:** A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on behaviour, discipline and sanctions will apply. The School will take advice from Children's Social Care on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. 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 Social Care, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him / her if it is necessary to suspend him / her during the investigation.
- u. **Suspected harm from outside the School:** A member of staff who suspects that a pupil is suffering harm from outside the School should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation which should be passed to the DSL who will refer to Children's Social Care immediately.
- v. **Informing parents:** Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will

need to consult the LADO, the police and / or the Head before discussing details with parents.

## 15 Secure school premises

- a. **School premises:** The School will take all practicable steps to ensure that School premises are as secure as circumstances permit.
- b. **Visitors book:** The School keeps a visitors book at Reception. All visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the School premises.
- c. We give a Child Protection Summary to all visitors on arrival.

## 16 Safer recruitment practices

- a. Dumpton School follows 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 subject to the statutory child protection checks before starting work. All governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff, and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by governors annually. We refer to DfE guidance Keeping Children Safe in Education.

## 17 Staff Recruitment

- a. At Dumpton School we endeavour to recruit staff with suitable qualifications and personal attributes for the vacancies available.
- b. The following system is followed when recruiting staff in order to safeguard children in their care.
- c. **An advertisement** is placed in the Times Educational Supplement or local press giving a brief description of the post available and deadline dates. Applicants are invited to apply for a job description and application form. The job application form will state clearly that full DBS (including DBS Children's Barred List) will be carried out and references undertaken before the applicant takes up employment at the school.
- d. **The person specification** details qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people. It describes the competences and qualities that the successful candidate should be able to demonstrate (Appendix 4)
- e. **The job description** clearly states the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.
- f. **The job application form** requires the following:
  - g. applicants to provide their full identifying details including current and former names, date of birth, current address and National Insurance number;
  - h. a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
  - i. a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training and reasons for leaving employment;

- j. a declaration of any family or close relationship to existing employees or employers (including governors);
- k. details of referees including one referee who is the applicant's current or most recent employer. If an applicant has worked with children in the past a reference from that employer should be included. References will not be accepted from relatives or from people writing solely in the capacity of friends;
- l. a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification;
- m. a statement concerning whether the person is medically, physically and mentally fit to carry out the duties of the position for which s/he is applying.
- n. a statement concerning whether the person has any convictions, cautions or bind-overs
- o. The job application form will include a copy of the school's Child Protection statement; policy on Equal Opportunities; the policy for the Recruitment of Ex-offenders and policy for the Secure Storage, Handling, Use, Retention and Disposal of Criminal Records Bureau Disclosures and Disclosure Information.
- p. Interview**
  - i. All applications will be scrutinised to ensure that they are fully and properly completed and that the information provided is consistent and does not contain any discrepancies. Applicants will be asked to identify and gaps in employment.
  - ii. The interview request will include the interview programme, require the applicant to bring with them original copies of their qualification certificates, passport, driving licence, birth certificate and utility bill showing applicants current name and address (copies will be made and retained on file) and require them to sign a Health Declaration.
  - iii. Where possible references will be obtained and verified before interview. This process also applies to internal candidates.
- q. Interviews will be conducted by two or more of the following people as required: Headmaster, Deputy Head, Senior Teacher, Bursar, Finance Bursar, Head of Key Stage 1, Head of Foundation Stage, Head of Catering, Director of Music, Director of Sport, Director of ICT, Head of Department or a member of the Governing Body.
- r. At least one of the Interview Panel will be a member of staff who has been trained in Safer Recruitment. These are currently the Headmaster, the Bursar, the Finance Bursar and the Deputy Chair of Governors.
- s. For a teaching position, part of the interview will include teaching a lesson.

- t. A record will be kept of the interview.
- u. **Offer of Appointment.** An offer of appointment to the successful candidate will be conditional up the receipt of at least two satisfactory references, verification of the candidate's identity, a satisfactory DBS Enhanced Disclosure, verification of qualifications, satisfactory completion of induction/probationary period.
- v. **Induction.** As part of the induction process all new members of staff will be trained by the Designated Safeguarding Lead according to our Child Protection Policies and Procedures. Staff induction also covers the full operating aspects of the school. Induction includes safeguarding training by either the DSL, Deputy DSL or both.  
New members of staff will follow a presentation and receive appropriate training for their role at the school. Staff will be issued with:
- a copy of 'Keeping Children Safe in Education 2016 Part One' with special reference to Annex A where appropriate
  - the school's child protection policy (including the names of Designated Safeguarding Leads)
  - the Code of Conduct

New staff will also be given access to the CGA (Prevent) online module (providing a certificate) and will be sent the KCSiE Dumpton Quiz via email to complete.

## 18 Confidentiality and information sharing

- a. The School will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. (In fact, parents are entitled to see their child's records. See Appendix 3 of the template cp policy) The School will co-operate with police and Children's Social Care to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working Together to Safeguard Children*.
- b. **Allegations against staff:** Where allegations have been made against staff, the School will consult with the LADO and, where appropriate, the police and social services to agree the information that should be disclosed and to whom.

## 19 Monitoring

- a. Any child protection incidents at the school will be followed by a review of the safeguarding procedures within the School and a prompt report to the Governors. Where an incident involves a member of staff, the LADO will assist in this review (only if it is an allegation against staff...) to determine whether any improvements can be made to the School's procedures.
- b. If any concerns are raised by the LADO or Ofsted/ISI about safeguarding issues, the following actions should be taken:
  - i. The Designated Safeguarding Lead must carry out an investigation as a priority and comply with any deadlines given.
  - ii. The Chair of Governors must report to the LADO or Ofsted/ISI on the findings of the investigation and set out any action to be taken.
  - iii. The School must endeavour to comply as soon as possible with any recommendations from the LADO or Ofsted/ISI.
- c. The Designated Safeguarding Lead will monitor the operation of this policy and its procedures and will make an annual report to the Governors.
- d. The Governors will undertake an annual review of this policy and the procedures and efficiency with which they have been discharged.
- e. The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.



## **20 Children with special educational needs and who are disabled**

20.1 Research shows that children with special educational needs and who are disabled are especially vulnerable to abuse and adults who work with them need to be vigilant and take extra care when interpreting apparent signs of abuse or neglect.

20.2 Additional barriers can exist for adults who work with such children, in respect of recognising abuse and neglect. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEN and who are disabled can be disproportionately impacted by things like bullying – without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers

20.3 These child protection procedures will be followed if a child with special educational needs or who is disabled discloses abuse or there are indicators of abuse or neglect. There are no different or separate procedures for such children.

20.4 Staff responsible for intimate care of children will undertake their duties in a professional manner at all times and in accordance with the school's intimate care policy.



The following telephone numbers may be useful for pupils:

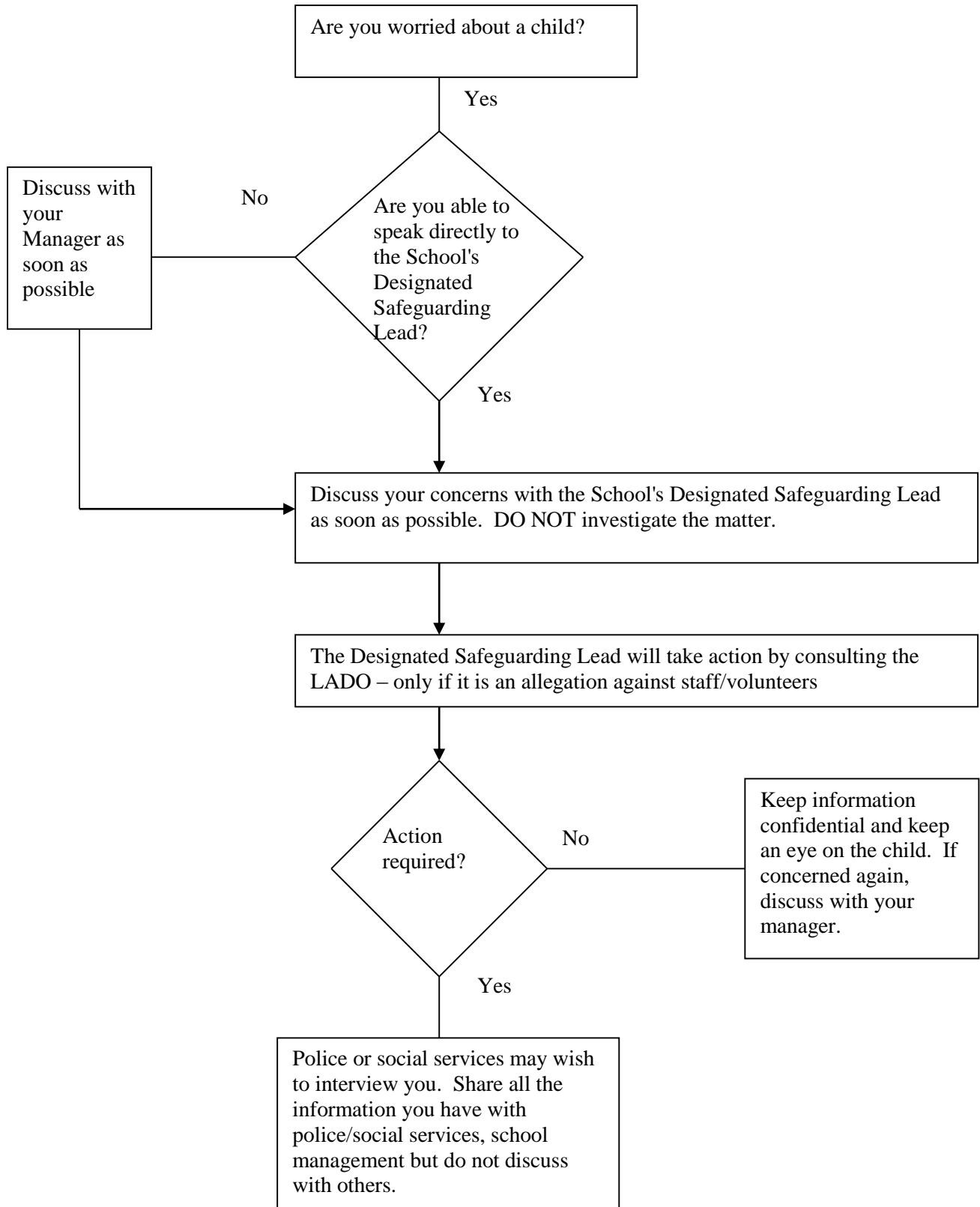
- ChildLine is a free confidential helpline for children and young people. You can call any time on 0800 1111, or look at their website at [www.childline.org.uk](http://www.childline.org.uk)
- In an emergency, call the Police on Telephone 999
- The NSPCC have a contact line on 0808 800 5000 for children and young people. Their website is [www.nspcc.org.uk/kidszone](http://www.nspcc.org.uk/kidszone)
- Ofsted's Whistleblower Hotline 0300 123 3155
- Ofsted enquiries: 0300 123 1231
- Kidscape has helpful advice on [www.kidscape.org.uk](http://www.kidscape.org.uk)
- Another helpful website is [www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk)
- The Samaritans can be called at any time on 08457 909090

<b>Authorised by</b>	The Board of Governors
<b>Date</b>	19 October 2017
<b>Next Review:</b>	September 2018

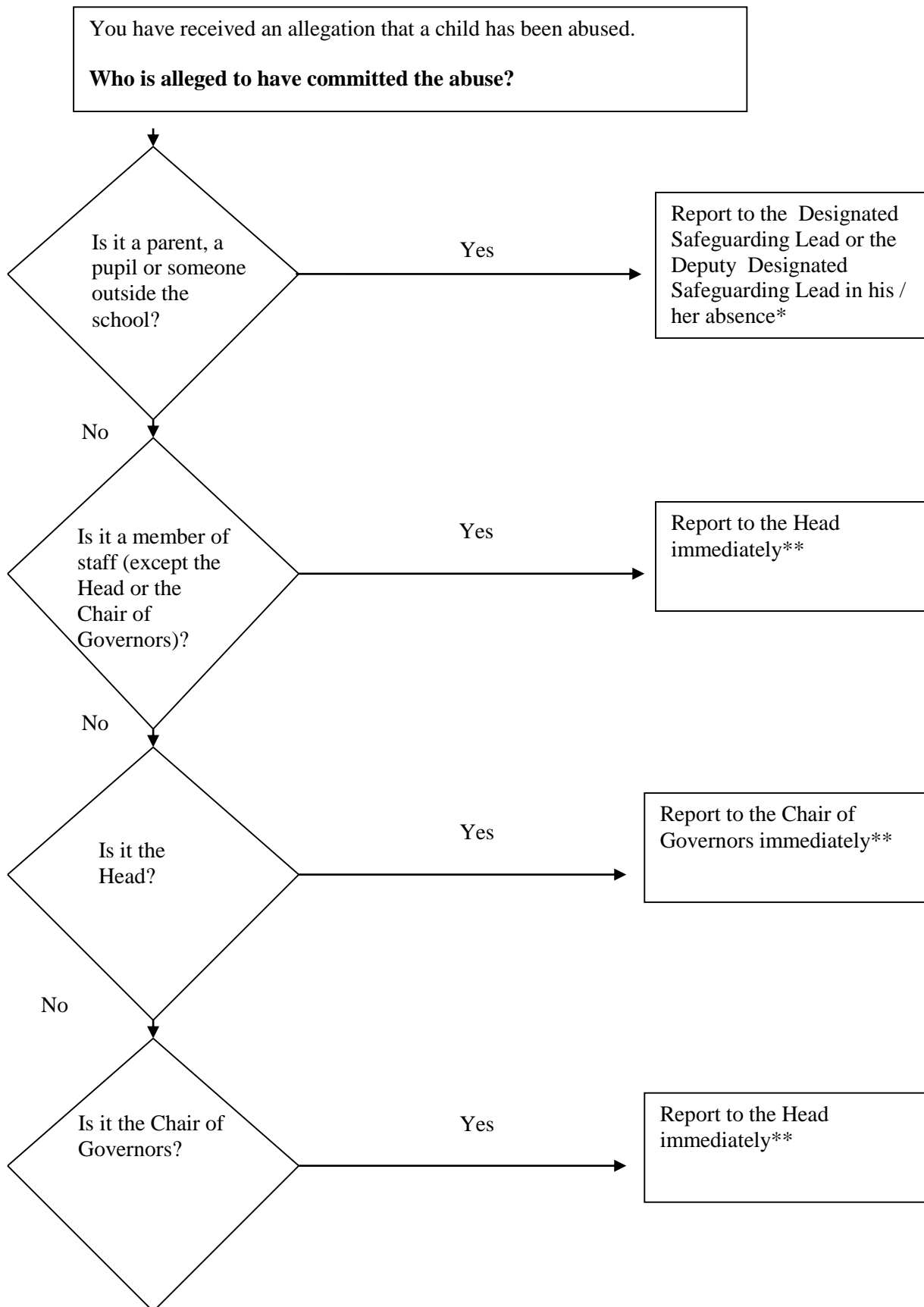
<b>Effective date of the policy</b>	19 October 2017
<b>Circulation</b>	Governors / all staff / volunteers automatically Parents on request Published on the School's website

## Appendix 2

### For the Staff Handbook: flowchart for a member of staff worried about a pupil



## For the Staff Handbook: allegations flowchart



\* The Designated Safeguarding Lead may consult the Head.

\*\* **The LADO must be contacted. Follow procedures in *Keeping Children Safe in Education***

## Appendix 3

### Child protection incident reporting

#### 1 Introduction

- 1.1 The use of “MyConcern” and the reporting form comprises part of the School's Child Protection suite of systems and documents and should be read in conjunction with the Safeguarding Policy, which is available on the School's website and from the Bursar.

**MyConcern** is an online system used by Dumpton to report incidents, concerns and is used to help manage all safeguarding matters.

**The form** is designed to be completed by any member of staff who receives information raising child protection concerns either through observation or direct disclosure, from a pupil or from another source. The purpose of this form is to ensure that an adequate amount of information is recorded at the outset. This form must be completed as soon as possible after the information is received even where this happens away from the School, for example on an educational visit.

Both approaches apply to Early Years Foundation Stage (**EYFS**) provision.

Do not allow the completion of the form or MyConcern entry to delay notification of the concerns to the School's Designated Safeguarding Lead but pass the completed form/MyConcern entry to the Designated Safeguarding Lead, the Head or Chair of Governors as appropriate, as a matter of urgency.

- a. The School's **Designated Safeguarding Lead** for child protection is Mr Richard Nye.
- b. The LADO for **Dumpton** School may be contacted by calling Dorset Safeguarding, telephone number 01305 221122

#### 2 Early Help

Sometimes it can be difficult to know when a problem can be dealt with by the school, or whether other agencies should be brought in.

Our first port of call should be to look at the Dorset Threshold Tool. This will help us identify issues at an early stage and make sure families receive the right support at the right time, which will hopefully stop problems from escalating. The tool helps us set goals with the family, track progress and decide when a common assessment, or a referral to children's social care, is needed.

If the school and the family agree that help from other agencies is the best way forward, we should start the common assessment process. The Dorset Threshold Tool can be found under “safeguarding resources” in the safeguarding folder in “Staff Documents”.

#### 3 Data protection information notes

- 2.1 The School holds personal information about pupils in order to safeguard and promote their welfare, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure compliance with all relevant legal obligations.
- 2.2 The content of this form, when completed, will contain personal information which is subject to the provisions of the Data Protection Act 1998. Pupils, and in certain circumstances their parents, have the right to request access to personal information about them held by the School, including the content of this form, although exemptions may apply depending on the circumstances.

- 2.3 The School will keep this record confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. For example, where, in the professional opinion of the Head or the Designated Safeguarding Lead, it is deemed necessary we may share this information with the social services or the police for the purpose of child protection investigations.

## To be completed by a member of staff

### Remember:

ask "open" questions and not leading questions, that is, a question which suggests its own answer

listen carefully and keep an open mind

do not take a decision as to whether or not the alleged abuse or neglect has taken place.

## Reporting form

Please complete in black pen	
Date	
Time	
Place	
Member of staff present and position	
Full name of pupil(s)	
<b>Before proceeding have you reassured the child that you are there to help them but you cannot guarantee absolute confidentiality? Have you explained that in some cases you may be able to keep it a secret, but that you may need to pass the information on to the Designated Safeguarding Lead, Mr Richard Nye, and / or the Head, Mr Browning, who will ensure the correct action is taken?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Ask the child to explain their concern or allegation and record details of the matter in the space below. Use a separate sheet if necessary and then attach to the form.</b>	
A non-exhaustive list of the details to be included:  what was said or done, by whom, to whom and in whose presence when the incident took place and where whether the child wishes their parents [or legal guardian] to be informed.	
<b>Any additional comments or evidence</b>	
Details may include, for example, any concerns you may have about signs of abuse, emotional ill-treatment or neglect from outside of School.  Please also include a note of any other evidence, for example, written notes, items of clothing or mobile phone messages relating to the matter.	
<b>Any suspicion or complaint of abuse must be reported to the Designated Safeguarding Lead, Mr</b>	



**Richard Nye, or in their absence, the Deputy Designated Safeguarding Lead, Mrs Jo Browningor if the complaint involves a member of staff or volunteer, to the Head or in his absence the Chair of Governors.**

**DO NOT investigate the matter, as this could prejudice the investigations of outside agencies.**

**Where the concern or allegation is made against the Head, you must immediately inform Chair of Governors or in their absence Vice Chair of Governors without first notifying the Head.**

**Where the concern or allegation is made against the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead, you must immediately inform the Head.**

**Please record what action you have taken and when**

--

<b>Full name of member of staff</b>	
<b>Signature</b>	

## Appendix 4

### Example Person Specification and Job Description

#### **JOB DESCRIPTION** **Mathematics Teacher**

**JOB TITLE:** Mathematics Teacher

**REPORTING TO:** Deputy Headmaster and Director of Studies

**JOB PURPOSE:** To teach KS2 and KS3 mathematics at Dumpton School

#### **KEY RESPONSIBILITIES:**

- To liaise with the Head of Department (or deputy) regarding the teaching and provision for mathematics at KS2/3
- To work closely alongside other members of the department
- To track pupil progress
- To instigate imaginative teaching practice in the fields of practical work and independent learning
- To work proactively in the school community to enhance the profile of mathematics in particular
- To attend Departmental Meetings as required
- To become a fully integrated member of a busy and mutually supportive team of teachers
- To participate in appropriate meetings/communications with colleagues and parents as necessary
- To ensure that appropriate Health and Safety and hygiene procedures are implemented
- To understand Safeguarding Children and report any concerns or observations to the Designated Safeguarding Lead
- To teach/supervise children in a range of activities outside their subject specification
- This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Headmaster

#### **PERSON SPECIFICATION** **Mathematics Teacher**

#### **ESSENTIAL ATTRIBUTES:**

- A qualified and experienced Key Stage 2/3 mathematics teacher
- Strong organisational and communication skills
- Approachability and patience
- Creativity and imagination
- Enthusiasm and good humour
- Ambition

#### **DESIRABLE ATTRIBUTES:**

- The ability and willingness to contribute to the extra-curricular life of the school e.g. offering a termly hobby, coaching games as part of the timetable, managing sports teams on a weekly basis

#### **FURTHER INFORMATION:**

- Based at Dumpton School, Wimborne, Dorset, BH21 7AF.
- The school week is from 8.15 am to 5.45 pm Monday to Friday.
- Applicants must undergo an enhanced DBS check before employment can commence.

## Appendix 5



### Child Protection Summary for all Visiting Professionals

#### DUMPTON SCHOOL

As an adult working directly with children in this school you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

You must follow the principles of safer working practice, which include use of technology – on no account should you take contact or take images of pupils on personal equipment, including your mobile 'phone.

If the behaviour of another adult in the school gives rise to concern you must report it to the Headmaster.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the Deputy/ies who are *Richard Nye (DSL) and Jo Browning (Deputy DSL)*

The following is not an exhaustive list but you might become concerned as a result of:

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the DSL or Deputy.

If a pupil talks to you about (discloses) sexual or physical abuse you:

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSL or Deputy without delay
- write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

**Remember** – share any concerns, don't keep them to yourself.

## **Appendix 6 - Arrangements for listening to children**

**The following appears in the pupil planner and is discussed with the whole school at assembly by the Headmaster:**

**IF YOU ARE UNHAPPY ABOUT SOMETHING, THERE IS ALWAYS SOMEONE WHO IS PREPARED TO LISTEN AND WILL TRY TO HELP**

**For example, you may feel very upset when:**

- You feel that a punishment is unfair, or in some way, not right
- Another pupil has treated you unkindly, or bullied you
- You find it difficult to make friends
- Someone has taken something of yours and not returned it
- You feel that nobody understands the difficulties you are having with some of your work
- Someone is making fun of you
- You feel you have been spoken to unkindly by a member of staff in class
- You are being teased
- Someone is trying to make you do something which you know is wrong
- OR ANYTHING ELSE WHICH YOU THINK IS WRONG

**If so, you can talk to:**

- Your parents
- Your form teacher, or another teacher
- The Headmaster, the Headmaster's wife or the Deputy Headmaster
- A matron or teaching assistant
- A close friend, or an older pupil to whom you feel you can turn
- Child Line - 0800 1111
- NSPCC – 0808 800 5000

**You may also find helpful advice at:**

- [www.childline.org.uk](http://www.childline.org.uk)
- [www.kidscape.org.uk](http://www.kidscape.org.uk)

**If you are still unhappy then:**

- You may write to the Headmaster, saying clearly what you are unhappy about
- The Headmaster will meet you to discuss your concerns
- Your concerns will be carefully written down and kept by the Headmaster
- Remember, you may also always talk to the people mentioned above at any time
- At all times, you may have a friend with you

**DON'T 'BOTTLE THINGS UP'. YOU WILL ALWAYS FEEL BETTER WHEN YOU HAVE SHARED YOUR PROBLEM**