

# Safeguarding



## ISI Regulatory Code – A6

### Schedule for Development / Monitoring / Review

The implementation of this policy will be monitored by the:	Designated Safeguarding Leads
Monitoring will take place:	<i>Termly</i>
The <i>Governors</i> will receive a report on the implementation of the Safeguarding Policy at regular intervals and at least:	<i>Termly</i>
This Safeguarding policy was last reviewed by Governors	<i>21 September 2016</i>
This Safeguarding policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>Autumn 2017</i>

## Safeguarding Policy Content

<b>POLICY CONTENT</b>	<b>PAGE</b>
Introduction	3
Legislation & Guidance	3
Awareness Raising	4
Staff Recruitment, Employment and Training	4
Procedures	6
EYFS	9
Responsibilities of the DSL	10
Responsibilities of all staff	11
Managing risks of self-harm	12
Missing Child Procedure	13
Action to be taken by staff who are concerned about a child	13
Safeguarding Personnel and Contacts	15
Flowchart of action to be taken by staff where abuse is suspected	16
Allegations of abuse against a member of staff	17
Other policies and practices	19
Whistleblowing	19
Types of abuse or neglect	20
Tackling Extremism	24
Responsibilities of the Single Point of Contact (SPOC)	25
Annex 1 - Personal and professional code of conduct for members of staff	27
Annex 2 - Briefing document for staff	32
Annex 3 – Visitors' Procedures	33
Annex 4 – Checklist of Visitors' Procedures	34

## Introduction

As a Jesuit School inspired by the insights of St. Ignatius, Barlborough Hall School stresses the importance of each person in the sight of God. Each is unique in creation and has different gifts and talents which are to be developed to the full. This requires a genuine respect and concern for the wellbeing, physical, spiritual and emotional security of others, for their feeling and beliefs, their strengths and weaknesses and their cultural or racial backgrounds. Central to this notion is a love for justice, a hatred of unfair treatment or discrimination, a special concern for the poor, vulnerable and helpless and a resolution to protect children against abuse of any kind.

All those who come into contact with our pupils in their everyday work at this school, including those who do not have a specific role in relation to Safeguarding, have a duty to safeguard and promote the values which the tradition and ethos of the school holds dear, and to safeguard the welfare of the young people in our care. This means being supportive to children in need and safeguarding those who are at risk of harm.

Child abuse can happen within or outside the school environment and all staff must raise their awareness of the signs in order to protect the pupils with whom they work. An attitude that “such things cannot happen here” is unhelpful and untrue. In many cases of child abuse those who have caused harm to the child are the parents or carers but there are others who may harm children. It is particularly important in the school context that all staff are aware that an alleged abuser could be another pupil, or a young person with whom the pupil has contact outside school. Whether the suspected abuser is adult or another child the procedure in this policy should be equally followed. The school will have no hesitation in referring abuse to outside agencies, nor in working with outside agencies to support pupils in need.

## Legislation & Guidance

<sup>1</sup>This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, the Education Act 2002 and Working Together to Safeguard Children (March 2015) (WT). WT refers to the non-statutory advice: *Information sharing* (March 2015). This policy reflects the DFE statutory requirements within Keeping Children Safe in Education 2016 (KCSIE September 2016) where all staff read and understood Part 1 and Annex A. This policy regards the Prevent Duty Guidance: for England and Wales (July 2015). We are committed to the principles that lie behind this legislation that are articulated in the ‘Every Child Matters’ initiative and we aim to achieve best practice in all areas of child protection. This policy also shows our commitment to support the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006

in schools and The Prevent Duty (2015). <sup>2</sup>As a school we must have regard to it when carrying out our duties to safeguard and promote the welfare of children under section 175, of the Education Act 2002, paragraph 7(a and b) (Independent School Standards) Regulations 2015. In addition to the relevant legislation above, the policy follows the local procedures of Derbyshire Safeguarding Children Board (DSCB) ([www.dscb.org.uk](http://www.dscb.org.uk)).

<sup>3</sup>The Board of Governors approve this policy on an annual basis. This policy demonstrates the school’s commitment and compliance with safeguarding legislation and the Governors arrangements for ensuring the policy is fully implemented in practice.

<sup>1</sup> Meets ISSR September 2016 Part 3 Serial 72, 79, 80

<sup>2</sup> Meets ISSR September 2016 Part 3 Serial 128

<sup>3</sup> Meets ISSR September 2016 Part 3 Serial 113

## AWARENESS RAISING

Parents and pupils are informed about this policy and about sources of help and advice in Barlborough Hall School, including agencies such as **Childline** and the **NSPCC**.

<sup>4</sup> Opportunities exist in PSHEE, in ICT (and other areas of the curriculum if appropriate), in the houses and in form groups for pupils to develop an understanding of what constitutes acceptable or unacceptable behaviour on the part of others and to develop their own self-confidence and assertiveness. Staff take opportunities to outline guidance to pupils at all times to keep them safeguarded. This is part of the culture of our School to teach pupils about risk and how to keep themselves safe at all times. Examples of resources used are [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk). We have also invested in training of pupils, staff and parents on advice of how to adjust behaviours in order to reduce risks, including the safe use of electronic equipment and the internet.

This policy is published in the Parents' Handbook and is available on the external website. Barlborough Hall School establishes open and professional communication with parents in which the safety and wellbeing of all pupils is a clear priority.

## STAFF RECRUITMENT, EMPLOYMENT AND TRAINING

<sup>5</sup> We believe that the first step to safeguarding all pupils is to appoint staff who share its commitment to their welfare and to screen out unsuitable applicants through rigorous recruitment procedures, in line with the Independent Schools' Inspectorate Regulatory

Requirements which are outlined in the school's Recruitment Selection Policy. The Head, Governors and other key staff involved in employing staff are trained in these procedures.

<sup>6</sup> All staff provide a read receipt that they have read and understood at least Part 1 and Annex A of Sep 2016 KCSIE. We take additional steps to check that staff with EAL understand the key information. The DSL receives updated child protection training at least every two years and all staff are trained in child protection regularly in line with advice from DSCB. All staff receive induction training that includes:

### **-The School's Child Protection (Safeguarding) Policy**

-The Staff Code of Conduct

- Acceptable User Policy (AUP), including use of social media

-The Whistleblowing Policy

-The role of the designated safeguarding leads

-To personally meet the DSL and Deputy DSL's

-Providing a Read Receipt that they have read and understood Part 1 and Annex A of Sep 2016 KCSIE

As an ongoing measure Staff are given regular opportunities are provided to discuss issues and concerns and to offer advice and support in accordance with the LSCB guidance. All training is in accordance with the locally agreed interagency procedures. The DSL will remind staff at the beginning of each Autumn Term of their role as the school's Designated

Safeguarding Leader, and draw attention to the Staff Code of Conduct. <sup>7</sup> *Staff have a duty to inform the Head if any new information emerges that relates to 'Disqualification By Association' under the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.*

<sup>4</sup> Meets ISSR September 2016 Part 3 Serial 117

<sup>5</sup> Meets ISSR September 2016 Part 3 Serial 103

<sup>6</sup> Meets ISSR September 2016 Part 3 Serial 108

<sup>7</sup> Meets ISSR September 2016 Part 3 Serial 128

Refresher training will also be provided on a three- yearly basis or more frequently if required by DSCB. The DSL and Deputy DSLs will attend suitable training in child protection including DSL Forums and inter-agency working not longer than every two years. The Headteacher, Deputy Headteacher and DSLs will have undertaken the latest higher- level WRAP Training that took place on 1<sup>st</sup> March 2016.<sup>8</sup> All staff have attended Channel Awareness training which gives them knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas and to know how to refer children for further help.

The Head Teacher and Nominated Governors' Member will also undergo appropriate child protection training and updates; this will involve refresher training every two years.

Staff are encouraged to pay attention to safeguarding issues in all areas of Barlborough Hall School life for instance (but by no means exclusively) risk assessments for trips and planning of staff accommodation on residential trips/external events.

All staff in Barlborough Hall School are internally trained in child protection, whether they are teaching or non-teaching, part-time or full-time,<sup>9</sup> including peripatetic music or specialist one-to-one teachers privately engaged by Parents. All staff receive appropriate safeguarding and child protection updates, at least annually to provide them with relevant skills and knowledge. All staff are made 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.

Temporary staff or volunteers are also inducted on commencement and trained, and are always made aware of the policies and procedures concerning safeguarding and child protection which includes spotting signs of radicalisation. We seek assurances from third party providers that they have carried out DBS and safer recruitment checks. The DSL keeps a record of such training. Staff also sign as 'read and understood' any updates to the safeguarding policy which is also kept on file by the DSL.

All Visitors to School must be signed in and wear a visitors badge attached to a school lanyard. Visitors are signed into the Reception. The School, where appropriate, may insist that employees of other organisations visiting or working on the School site have had a DBS check.

Any visitors will be Risk Assessed regarding potential radicalisation before they are allowed to talk/work with the pupils. This will be the responsibility of the member of staff who has booked/invited the visitor.

It is essential that all staff (including Full time, Part time, Supply and Peripatetic) and volunteers having access to pupils have an enhanced DBS check. This also applies to people employed by another organisation, or self-employed, who may be working with our pupils on or off site.

Any concerns about a member of staff's behaviour towards a pupil or pupils will be dealt with under the Barlborough Hall School Staff Disciplinary Procedure, having particular regard to expert advice on child protection issues involving staff and to the legal obligation to report any possible offences.

<sup>8</sup> Meets ISSR September 2016 Part 3 Serial 110, 111

<sup>9</sup> Meets ISSR September 2016 Part 3 Serial 100

## PROCEDURES

**Our school procedures for safeguarding children are in line with Derbyshire's Safeguarding Children Board (DSCB), "Working Together to Safeguard Children" (2015) and "Keeping Children Safe in Education" (September 2016).**

We ensure that:

1. <sup>10</sup>There is a designated member of Governors who takes responsibility for independent scrutiny and challenge of the school's safeguarding policies and practice. This is currently Mrs Marian Bolton, who can be contacted via the Clerk to the Governors: [nself@msmcollege.com](mailto:nself@msmcollege.com) or 01246 810511. The nominated Trustee responsible for safeguarding/child protection will meet termly to discuss any CP issues with the DSL and reports to meetings of Governors, reviewing this policy fully for approval once a year.
2. The Governors undertake an annual review and compliance check of Barlborough Hall School policies and procedures relating to safeguarding and child protection, and of the efficiency with which the related duties have been discharged.
3. In addition to this independent scrutiny, the school's Senior Leadership Team regularly review whether policy and practice in safeguarding are effective and compliant with current legislation by having compliance of regulations.
4. All staff have read Part One of the statutory guidance from the Department for Education: *Keeping Children Safe in Education (September 2016)*: information for all school staff. All members of the Senior Leadership Team are aware of their responsibility to act as role models for staff and pupils in all areas of Barlborough Hall School life but particularly about safeguarding.
5. The designated person responsible for child protection matters is Mr Nicholas Boys (Head Teacher). He has appropriate training in child protection issues; <sup>11</sup>all concerns should be passed to him in the first instance.
6. All permanent and temporary members of staff (both full and part time) and designated Governors have received detailed instructions in how to respond to a pupil who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse. In particular all staff, Governors and volunteers will be told: (i) the signs of possible abuse (II) that confidentiality cannot be promised to a pupil giving evidence (III) the need to avoid asking leading questions (IV) guidance to ensure that their behaviour and actions do not place themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil).
7. All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Safeguarding & Child Protection Policy on the school website. A paper copy will be sent on request.

<sup>10</sup>Meets ISSR September 2016 Part 3 Serial 112

<sup>11</sup>Meets ISSR September 2016 Part 3 Serial 76

8. We are aware that it is a criminal offence to allow a person barred from working with children to work at Barlborough Hall School. Our Safer Recruitment Policy sets out our procedures for carrying out checks on staff suitability, including DBS checks as recommended by the Local Authority and Independent Schools Standards Regulations, the DFE's 'Keeping Children Safe in Education' guidance, and in accordance with current legislation.
9. The names and photos of the Designated Safeguarding Leads are clearly shown in the staff room and high visibility areas in Barlborough Hall School.
10. The high importance of safeguarding and child protection requires immediate attention to be given to any deficiencies or weaknesses identified in our school procedures. We will always upgrade these or remedy them without delay.
11. The safety of the child is paramount, and if a member of staff were ever to feel that their reported concerns had not been taken sufficiently seriously, they should contact Social Services directly. In line with the Barlborough Hall School policy on whistleblowing, any member of staff taking such action would not be penalised.
12. Barlborough Hall School obtains assurance that child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site. The Local Safeguarding Children Board (DSCB) establishes the procedures to be followed if concerns are raised about a child; Barlborough Hall School will follow these procedures. We will work closely with Social Services and the Police as required, for example by attending case conferences, and will keep appropriate, confidential and secure records of any concerns, even if a referral is not necessary. If a pupil on the Child Protection Register is absent for more than two days or leaves the school, his/her social worker will be informed by the DSL. If any pupil under the age for compulsory school attendance (Pre-Prep III) leaves Barlborough Hall School, this will be reported to the relevant local authority, along with his/her destination if known.
13. Staff will be informed about individual Child Protection issues on a need-to-know basis. We will endeavour to achieve the best balance between the desire for confidentiality on the part of the child and the need to give members of staff sufficient information for them to fulfil their role responsibly.
14. Every effort will be made to support any children who are known to have experienced abuse of any kind. In everyday school life, we will seek to provide a stable, secure and consistent environment and to create opportunities to build a sense of self-worth; we will also find external professional help if appropriate. We recognise that children who have suffered abuse may display challenging or withdrawn behaviour. While making it clear that some behaviour is unacceptable, we will also ensure that the pupil knows he or she is valued and not blamed for any abuse that has occurred.
15. It is important that our students receive help as early as possible so that issues do not escalate and risks are appropriately managed. This is why we are committed to listening to the voice of the child, keeping clear records, sharing information and challenging inaction.
16. All Governors understand and fulfil their responsibilities and discharge KCSIE 2016 requirements.

17. The School is compliant with Part 2: The Management of Safeguarding (Page 15 - 22) KCSIE September 2016, by ensuring the 26 specific safeguarding duties for a governing body are implemented.
18. The Board of Governors has a system in place for all staff to have read at least Part 1 of the new KCSIE September 2016 statutory guidance and this is now included in all staff induction and whole school training.
19. Allegations of historic abuse must be reported to the Police. If the allegation concerns the period of time **before** the establishment of the independent Trust in 2007 then the headmaster must inform the Society of Jesus in the person of the Socius, Fr Paul Nicholson SJ (socius@gbsj.org). This is to allow the Society to fulfil its obligations to the charities commission and its insurers.

The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of Barlborough Hall School. We recognise the duty to consider at all times the best interests of the child and take action.



## EYFS

### Collection Protocol

In the EYFS, we have a collection protocol to ensure that children are safely dismissed to an appropriate adult.

Parents are asked to inform the school if an adult who is unfamiliar or new to the staff at the setting will be collecting their child. Parents can communicate this to staff verbally, via email or through the home-school liaison book. Parents are requested to provide the name of the person collecting, their relationship to the child and a password. This password must then be given to staff by the person collecting before the child can be dismissed.

For parents collecting other children from the school as well as their own, written or verbal consent from the child's parents must also be provided.

If staff have not had written or verbal consent for a child to be collected by a different adult, the child's parents will be contacted by phone to validate the arrangements before the child will be allowed to leave the premises.

This procedure forms part of the EYFS protocol document. Please refer to this for further details.

### Use Of Personal Mobile Devices In The Workplace

In the EYFS, guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Practitioners are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks. Other than in exceptional circumstances to be agreed with a member of the Senior Leadership Team in advance, phones must be switched off or on silent. Calls and texts must not be taken or made during lessons or any other time when the member of staff is on duty.

There are no circumstances in which a practitioner may use their mobile phones to take photographs or videos within the setting.

EYFS practitioners or other teaching staff in regular contact with EYFS children are asked to sign a written declaration agreeing to the above terms. Any breach of the conditions outlined will lead to disciplinary action being taken.

These guidelines form part of the EYFS protocol document. Please refer to this for further details.

## <sup>12</sup>RESPONSIBILITIES OF THE DSL

1. Referring a child, if there are concerns about a child's welfare, possible abuse or neglect, to Children's Social Services as soon as is reasonably practical (within 24 hours). This may take place without informing parents/guardians where appropriate.
2. To develop links between the LSCB and LADO and keep staff aware of child protection procedures and regulations.
3. Support staff who make referrals to local authority children's social care.
4. Refer cases to the Channel programme where there is a radicalisation concern as required
5. Support staff who make referrals to the Channel programme
6. Referring all cases of suspected abuse to the LADO for child protection concerns.
7. <sup>13</sup> Promptly reporting to the Disclosure and Barring Service any person (whether employed, contracted or student) whose services are no longer used for regulated activity and therefore pose a risk or harm to children.
8. Refer cases where a crime may have been committed to the Police as required.
9. Ensuring that all records are kept confidentially, securely and separate from pupil records.
10. Acting as a focal point for staff concerns and liaising with other agencies and professionals including acting as a source of support, advice and expertise to staff on matters of safety, and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
11. Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process and provides a report which has been shared with parents.
12. Ensuring that any absence of two days, without satisfactory explanation, of a pupil currently on the Child Protection Register, is referred to their Education Welfare Officer and/or Social Worker.
13. Liaising with appropriate agencies especially ongoing enquiries under Section 47 of the Children Act 1989 and Police investigations
14. Ensuring that all school staff are aware of the school's Child Protection Policy and Procedures and know how to recognise and refer any concerns.
15. Ensuring that the Child Protection Policy is reviewed annually, and the procedures and implementation are updated and regularly reviewed, and work with the governing body regarding this.
16. Ensuring that the Child Protection Policy is available publicly, and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
17. As required, liaise with the "case manager" (as per Part four of KCSIE 2016) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member).
18. Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalization
19. Ensuring that the school links with the local DSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
20. Ensuring that when children leave the school that their child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

<sup>12</sup> Meets ISSR September 2016 Part 3 Serial 106, 107

<sup>13</sup> Meets ISSR September 2016 Part 3 Serial 97

21. The Designated Safeguarding Lead will usually decide whether to make a referral to Children's Social Care,<sup>14</sup> but any member of staff can refer their concerns directly to social care but staff that do so are also asked to pass on their concerns to the DSL.
22. The designated safeguarding member of Governors gives an annual update to Governors. In addition, each term, the DSL will report any current child protection issues to the designated safeguarding member of Governors.
23. To be the SPOC (Single Point Of Contact) in the case of a **Prevent** concern relating to radicalisation or potential involvement in terrorism.
24. To inform the local **Prevent Lead** (LADO: Miles Dent at DSCB) of any concerns relating to radicalisation or extremism. (Or call 101 if Miles Dent is not available).
25. To refer any terrorism concerns to the CHANNEL programme via the Police on 101. (LADO, Miles Dent at DSCB must also be informed).
26. To report all historical cases to the Police and the Jesuit Safeguarding Officer, Jo Norman in the Jesuit Provincial Offices at [safeguarding@gbsj.org](mailto:safeguarding@gbsj.org)
27. The DSL keeps up to date with knowledge to enable his/her to fulfil her role, including attending relevant training, at least every two years, provided by the Derbyshire's Safeguarding Children Board, the Safeguarding in Education Team or a similar provider.

We recognise that children cannot be expected to raise concerns in an environment where members of staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. Any staff member can refer their concerns to Children's Social Care directly. Our child protection training gives advice on how our staff can establish a safe working environment for children, hence reducing the risk of staff being falsely accused of unprofessional conduct, which may have a bearing on child protection. We are also aware of the differentiation between safeguarding children who have suffered or are likely to suffer significant harm and those who are in need of additional support from one or more agencies. The former should be reported to Children's Social Care immediately; the latter should lead to inter-agency assessment using local processes, including use of the "Common Assessment Framework (CAF)" and "Team around the Child" (TAC) approaches. Although decisions to seek support for a child in need would normally be taken in consultation with parents and pupils, their consent is **NOT** required for a referral when there are reasonable grounds to believe that a child is at risk of significant harm.

---

<sup>14</sup>Meets ISSR September 2016 Part 3 Serial 82

## **Managing Risks of Self-Harm**

Safeguarding children may mean protecting them from self-inflicted harm. A pupil who self-harms may not be at serious risk but will still need support. However, it is important that those caring for the pupil be aware of dark thoughts, depression, anxiety and any self-harm or suicidal thoughts, in order to provide proper support, monitoring and protection. Accordingly, any member of staff who becomes aware that a pupil is harming herself or is thinking of doing so should inform the DSLs. They will then determine what, if any, further action should be taken.

## **Music and Sports Coaching Lessons**

The teaching of individual music lessons takes place in designated areas around the school. The doors to all of the practice rooms have windows. The timetable for each teacher's lessons is published on the departmental noticeboard. It is recognised that there may be occasions when it is necessary for physical contact between pupil and teacher in order to demonstrate a particular technique.

The use of touch should never be to meet the adult's needs, but only those of the pupil.

Teachers should always have first attempted other methods of instruction (e.g. demonstration, verbal instruction); an explanation should always be given in advance of physical contact and permission asked of the pupil; if the contact involves an area other than, for example, the hands or lower arm (e.g. the throat in singing lessons) then another adult should be present. Physical contact should not involve the genital areas, breast, buttocks or other areas which may be uncomfortable or embarrassing. Physical contact should not cause pain or harm to the pupil and may not be used as a punishment.

## **Missing Child Procedure**

A pupil who has been registered as present but is absent from a lesson activity without explanation is deemed to be a missing pupil.

If a pupil cannot be found the Deputy Head and Headteacher will be informed. They will decide whether or not the parents should be informed immediately. If the child is not found the police should be informed to see if they have any information as to the child's whereabouts. In most circumstances the parents should be informed at this point.

If no further information is ascertained, or the child is not found, then the Police are to be formally notified that the child is missing. At this stage, if they have not already been informed, the parents must be contacted.

## **Action to be Taken by Staff Where Abuse is Suspected**

Possible indicators of abuse are covered in initial child protection training and re-visited during subsequent refresher sessions.

There are five main categories of abuse: physical, sexual, emotional abuse, neglect and radicalization.

All of these can happen at home, at school, or elsewhere, inflicted by adult on child or by child on child.

## **<sup>15</sup>Children Missing from Education**

Where possible pupils who are missing from school will have a home visit from a member of the Pastoral team. After being absent for 5 days' contact will be made with the Derbyshire Missing Education Officer and parents will be informed by a letter of referral.

Named person for CME: Dave Wallace, Principal Education Welfare Officer

Tel: 01629 536521

Marilyn Simcock, Co-ordinator for Missing Children

Tel: 01629 536520.

## **What School 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 - see Female Genital Mutilation) 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,<sup>16</sup> although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board.

***All initial contact to Social Care is through Call Derbyshire on tel; 01629 533 190.***

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. The online tool "Starting Point" [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint) Reporting child abuse to your local council directs you to your local children's social care contact number.

See page 17 for a 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 that made the referral) should press for reconsideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.

<sup>17</sup>If early help is appropriate the designated safeguarding lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment and intervention including the use of the 'Common Assessment Framework' (CAF) and 'Team around the Child' (TAC) approaches.

If early help and or other support is appropriate the case should be kept under constant review and consideration given to a referral to children's social care if the child's situation doesn't appear to be improving.

---

<sup>15</sup> Meets ISSR September 2016 Part 3 Serial 88

<sup>16</sup> Meets ISSR September 2016 Part 3 Serial 83, 90

<sup>17</sup> Meets ISSR September 2016 Part 3 Serial 85

## What School 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, orally and with a follow-up report as soon as possible, that a referral has been made. Reporting child abuse to your local council directs you to your local children's social care contact number.

Cases of suspected abuse will be referred to Social Services, usually by the DSL. The DSL will follow the guidelines published by the Derbyshire Safeguarding Children Board on their website but is duty bound to report cases of suspected abuse or disclosures of abuse within 24 hours. The Head Teacher and Nominated Governors Member will also be informed. In any case where there has been serious harm or the allegation of serious harm, the Police will be informed from the outset.

In the absence of the DSL, suspected cases of abuse should be passed to the Deputy DSLs who also have appropriate training. The School will contact the Local Authority Designated Officer (LADO), Mr Miles Dent (01629 531 940). The school will not investigate or seek the approval of parents before first speaking to the LADO. The school will not take any further action until the LADO has been consulted.

However, staff are aware that anyone can make a referral to social care and staff training emphasises the importance of children receiving the right help at the right time to address risks and prevent issues escalating. All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989<sup>15</sup> that may follow a referral, along with the role they might be expected to play in such assessments.<sup>16</sup>

In borderline cases, the DSL or other designated person considering the suspected abuse will refer the allegation or suspicion to the authorities for advice, rather than making the decision themselves.

If a pupil confides in a trusted member of staff that he/she has been abused, he/she should be allowed to talk without any suggestion that the judgement is being passed. He/she should not be questioned in any depth as this could compromise a subsequent investigation by specially trained Social Workers or Police. Staff should not promise unconditional confidentiality as it may be necessary to involve these other agencies but the pupil should be reassured that any information passed on will be on a "need-to-know" basis for his/her own welfare. Members of staff should make written notes immediately after a talk with a pupil in which abuse has been alleged, and sign and date them. These confidential notes should be retained by the member of staff involved and a copy passed to the DSL only. They could be needed for reference should the case go further.

Any pupil alleged to have abused another may be asked to return home or to parents/guardians pending an investigation. The arrangements for this will depend upon the circumstances of the individual in question at the time of the investigation. Disciplinary measures may be taken even if there is insufficient evidence for a prosecution.

## Safeguarding Personnel and Contacts

### Safeguarding Personnel at BHS

Designated Safeguarding Leader	Nicholas Boys <a href="mailto:nboys@barlboroughhallschool.com">nboys@barlboroughhallschool.com</a> (01246) 810511
Deputy Designated Safeguarding Lead	Mrs Sonja Dayson (Head of EYFS) <a href="mailto:sdayson@barlboroughhallschool.com">sdayson@barlboroughhallschool.com</a> (01246) 810511
Deputy Designated Safeguarding Lead	Mrs Rachel Cockell (Nursery Manager) _ <a href="mailto:rcockell@barlboroughhallschool.com">rcockell@barlboroughhallschool.com</a> (01246) 810511
Nominated Safeguarding Governor	Marian Bolton _ <a href="mailto:governors@msmcollege.com">governors@msmcollege.com</a>
Chair of Governors	Fr Adrian Porter SJ Via Clerk to Governors (Nicolas Self) <a href="mailto:nself@msmcollege.com">nself@msmcollege.com</a>

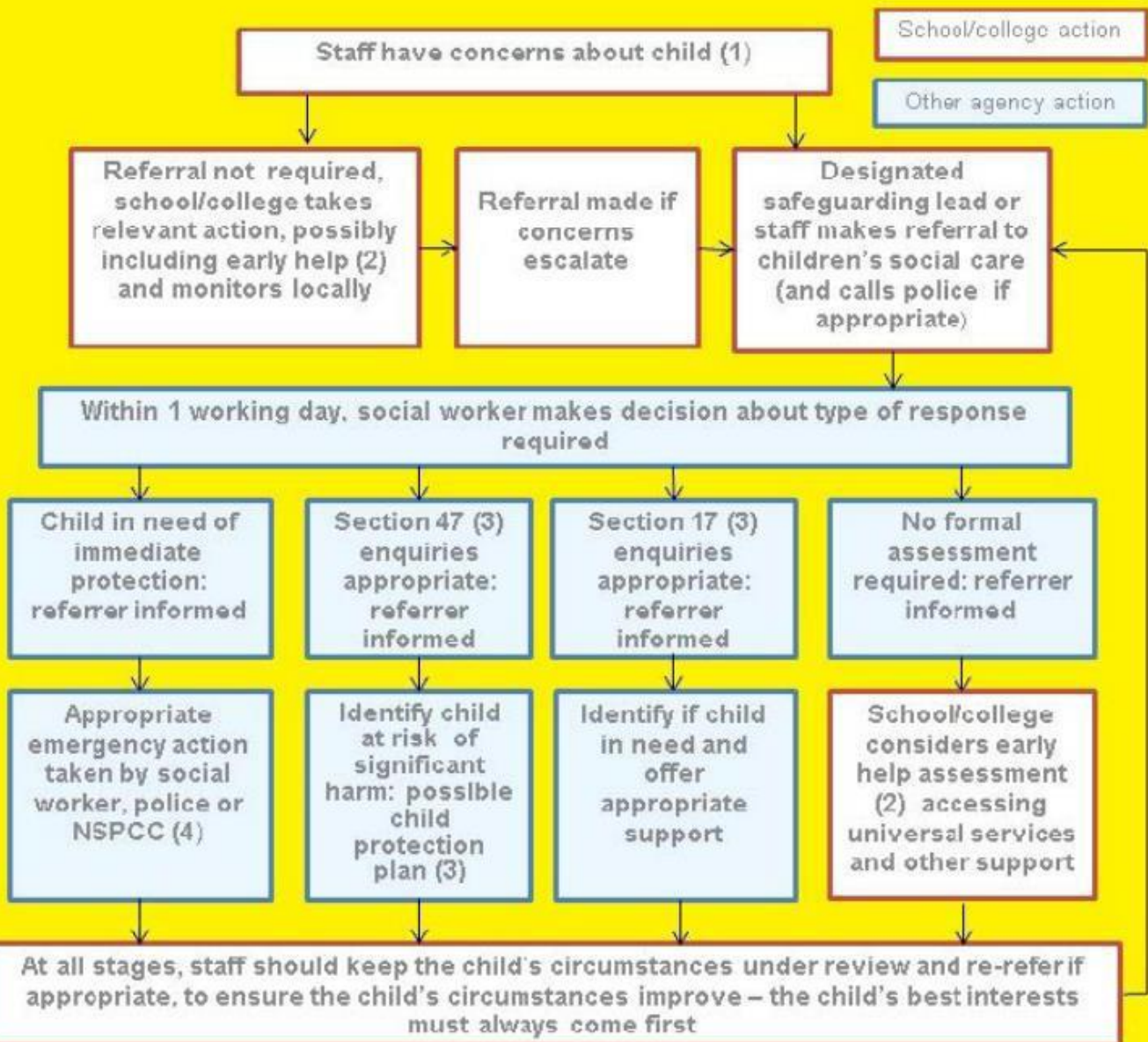
### Safeguarding Contacts:

<b>All initial contact to be made through Derbyshire Social Care</b>	<b>01629 533 190</b>
Local Authority Designated Officer (LADO)	Miles Dent (01629) 531940 <a href="http://www.DSCB.org.uk">www.DSCB.org.uk</a>
Derbyshire Safeguarding Children Board (DSCB)	
The DSCB's helpdesk	(01629) 532181
For EYFS contact can be made with OFSTED	0300 123 3155 <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
Childline	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>

### Prevent and Chanel Contacts:

Derbyshire Counter Terrorism and Community Initiative	Contact Seamus Carrol on 01629 538 494 or email: <a href="mailto:seamus.carroll@derbyshire.gov.uk">seamus.carroll@derbyshire.gov.uk</a>
Police non-emergency contact	101
Crimestoppers	0800 555 111
Anti-Terrorism Hotline	0800 789 321
DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and Governors:	02073407264 and <a href="mailto:counter-extremism@education.gsi.gov.uk">counter-extremism@education.gsi.gov.uk</a>

## Actions where there are concerns about a child





## ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF

Where a member of staff is suspected of abuse, Barlborough Hall School owes a duty of care both to the alleged victim and the employee, and must handle any allegation of abuse in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Allegations that a member of staff or a volunteer has abused a pupil or pupils either inside the school premises or during a school trip, or visit could be made by:

parents

the abused pupil

other members of staff

other pupils

the Police or Social Services

a third party

We understand that a pupil may make an allegation of abuse against a member of staff or volunteer. If such an allegation is made, the member of staff receiving the allegation

will immediately inform the Head Teacher straight away.<sup>18</sup> The Head Teacher (or in his absence the Nominated Safeguarding Governor or the Chair of Governors) shall discuss the allegations against the staff member with the LADO, Miles Dent (01629) 531940: (WITHOUT DELAY). Staff may consider discussing any concerns with the school's designated safeguarding lead and make a referral via them. If the Head Teacher/ DSL is the focus of the allegation, please contact Fr Adrian Porter S.J. (Chair of Governors) on [aporter@msmcollege.com](mailto:aporter@msmcollege.com) who will contact the LADO and do not further act in or will be taken by the school. The LADO will follow the procedure as laid down in 'Working Together, 2015' and advise the school accordingly.

If the allegation made concerns the Head Teacher, the person receiving the allegation would immediately inform the Chairman of Governors who will consult as above, without notifying the Head Teacher first.

If parents do not already know of an allegation, they will be told as soon as possible. However, where outside agencies such as Police or Social Services are involved, disclosure will only be made when and to the extent indicated by those agencies. Parents will be kept informed of the progress of the case and the outcome (but not the content) of any disciplinary proceedings. Parents will need to be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

<sup>19</sup>Barlborough Hall School has a statutory duty to make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. There are reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation).

<sup>18</sup>Meets ISSR September 2016 Part 3 Serial 93, 94

<sup>19</sup>Meets ISSR September 2016 Part 3 Serial 96

A member of staff may be suspended from duty while a proper investigation is carried out, but Barlborough Hall School is required to suspend only as a last resort and all options to avoid suspension must be considered before taking that step. Alternative measures (e.g., redeployment, or providing an assistant to accompany the member of staff) may provide the same result as suspension and should be implemented wherever possible. Disciplinary measures may be taken even if there is insufficient evidence for a prosecution. All unnecessary delays will be eradicated in dealing with allegations against staff.

<sup>20</sup>Where a person leaves the employment of Barlborough Hall School, or ceases to offer services to Barlborough Hall School, after an allegation of abuse is substantiated, the DSL will consult with the LADO as to whether to refer the case to the Disclosure and Barring Service (DBS) and to the (NCTL).

Where Barlborough Hall School terminates the employment of a person because of conduct that harmed (or is likely to harm) a child, or because that person otherwise poses a risk of harm to a child, the Head Teacher will inform the DBS within one month. The Head Teacher will also do this if the person chooses to cease relevant work in circumstances where they would have been removed had they not done so.

If an allegation is shown to be deliberately invented or malicious, the Head Teacher will consider whether any disciplinary action is appropriate against the pupil who made it; or whether the Police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a pupil.

If abuse is alleged or occurs, the normal channel of communication is through the DSL to the relevant Social Services Departments. The Children Act 1989 and 2004 requires an additional channel for serious complaints or concerns should the normal channel be blocked. Concerns or allegations about Barlborough Hall School practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm can also be referred directly to Derbyshire Safeguarding Children Board, (01629) 532181. Parents, staff and children can talk to OFSTED or Childline.

## **OTHER POLICIES AND PRACTICES**

This policy and the Annexes should be considered in conjunction with the policies already referred to in this document and the following additional policies:

**Anti-Bullying Policy,**

**Equal Opportunities Policy,  
Behaviour Policy,**

**eSafety Policy,**

**Health & Safety Policy,**

**First Aid and Medication Policy,  
Off-Site Visits Policy (OSV),**

**Admissions Policy,**

**Acceptable User Policy (AUP),  
PSHEE Policy,**

**Tackling Extremism & Radicalisation Policy  
EYFS Policy and protocols**

**Staff Code of Conduct (Annex 1)**

---

<sup>20</sup> Meets ISSR September 2016 Part 3 Serial 97, 98, 99

## Whistleblowing

### What staff should do where they have concerns about the safeguarding practices within the school

Barlborough Hall School and its Governing Body is committed to the principles and practices of openness, probity and accountability. In line with this commitment the school encourages all staff with serious concerns about any aspect of its work to come forward and raise their concerns without fear of being disloyal or suffering harassment or victimisation. The earlier the concern is raised the easier it is to take action and deal with the matter. This is a cornerstone of safeguarding and protecting the welfare of pupils. **All staff are expected to whistle-blow if they are concerned about the conduct of another member of staff towards our pupils and these concerns will be dealt with in a timely and appropriate way. The policy to which we work has been made available to all staff and is published on the website.**

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found at “Advice on whistleblowing”

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain, Road, London EC2A 3NH.

## 21 Safeguarding Issues: Types of Abuse or Neglect

All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

### Indicators of Abuse

#### Peer on Peer Abuse

Pupils should be made aware of the procedures. 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. The Safeguarding Lead, House staff, teachers and tutors have a particular role in raising pupils' awareness.

Banter is not tolerated as part of growing up. The school is concerned to help pupils be safe at all times and is particularly aware that safety is an important consideration, awareness of e-safety is encouraged through the PSHE programme and through the school's computing programme. All staff should be aware of the provisions in our Anti- Bullying and Acceptable Use Policy and Social Media policies. Information is available throughout the school. The school has an appropriate filter system which ensures children are safe when accessing the internet at school.

**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.

Specific indicators may include:

- injuries that are not consistent with the explanation offered
- injuries not consistent with the child's age and development

- repeated injuries over a period
- runaway attempts and fear of going home

- stilted conversation, vacant stares or no attempt to seek comfort when hurt
- describes self as bad and deserving to be punished

- cannot recall how injuries occurred or offers an inconsistent explanation
- wary of adults or reluctant to go home

- often absent from school

- may flinch if touched unexpectedly
- extremely aggressive or withdrawn

- displays indiscriminate affection-seeking behaviour

- abusive behaviour and language in play
- overly compliant and/or eager to please

- poor sleeping patterns, fear of the dark, frequent nightmares
- sad, cries frequently

- depression

- poor memory and concentration

<sup>21</sup>Meets ISSR September 2016 Part 3 Serial 84

**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.

Specific indicators include:

unattended medical and dental needs

consistent lack of supervision

consistent hunger

nutritional deficiencies

inappropriate dress for weather conditions

poor hygiene

persistent (untreated) conditions (e.g. head lice or other skin disorders)

developmental delays (e.g. language, weight)

irregular or nonattendance at school

demands constant attention and affection

lack of parental participation and interest

regularly displays fatigue or listlessness, falls asleep in class

frequently absent or late

- lacks trust in others, unpredictable

**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.

Specific indicators include:

bedwetting and/or diarrhoea

frequent psychosomatic complaints, headaches, nausea, abdominal pains

mental or emotional development lags

behaviours inappropriate for age

fear of failure, overly high standards, reluctance to play

fears consequences of actions, often leading to lying

extreme withdrawal or aggressiveness, mood swings

overly compliant, too well-mannered

excessive neatness and cleanliness

extreme attention-seeking behaviours

poor peer relationships

severe depression, may be suicidal

runaway attempts

violence is a subject for art or writing

complains of social isolation

**Sexual abuse including CSE (Child Sexual Exploitation) and FGM (Female Genital Mutilation):** 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 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.

**Child Sexual Exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Specific indicators may include:

- forbidden contact with other children
- fatigue due to sleep disturbances
- sudden weight change
- cuts or sores made by the child on the arm (self-mutilation)
- recurring physical ailments
- difficulty in walking or sitting
- unusual or excessive itching in the genital or anal area due to infection(s)
- torn, stained or bloody underwear
- injuries to the mouth, genital or anal areas (e.g. bruising, swelling, sores, infection)
- sudden lack of interest in friends or activities
- fearful or startled response to touching
- overwhelming interest in sexual activities
- hostility toward authority figures
- need for constant companionship
- regressive communication patterns (e.g. speaking childishly)
- academic difficulties or performance suddenly deteriorates
- truancy and/or running away from home
- any indications that pupils may be at risk of Female Genital Mutilation (FGM) or any form of Child Sexual Exploitation including long periods away from school
- wears provocative clothing or wears layers of clothing to hide bruises

## **'Honour Based' Violence**

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV they should activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers<sup>73</sup> that requires a different approach (see following section).

A girl who has had FGM may;

- Have difficulty walking, sitting or standing

- Spend longer than normal in the bathroom or toilet

- Have unusual behaviour after an absence from school

- Be particularly reluctant to undergo normal medical examinations

- Ask for help, but may not be explicit about the problem due to embarrassment or fear

In the case of **FGM**, and in accordance with The Serious Crime Act (2015,) teachers **must** report to the police known cases of FGM or 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 such a case with the School's DSL and involve children's social care as appropriate.

<sup>22</sup> **If you believe an act of FGM has been carried out it is mandatory to report this to the children's social care and/or the police immediately.** 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.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out.<sup>74</sup> Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college's designated safeguarding lead and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: [FGM Fact Sheet](#)

## **Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage. The Forced Marriage Unit has published Multi-agency guidelines, with pages 32-36 focusing on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

<sup>22</sup> Meets ISSR September 2016 Part 3 Serial 83, 87

## Tackling Extremism

The School seeks to protect children and young people against the messages of all violent extremism. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. The School aims to build students' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. The School is committed to providing a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

The School has adopted the Government's definitions for the purposes of compliance with the Prevent Duty. Consideration has taken consideration of the advice of *The Prevent Duty: departmental advice for schools and childminders (June 2015)* and *The use of social media for on-line radicalisation (July 2015)*. The Tackling Extremism and Radicalisation Policy sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised or exposed to extremist views, by identifying who they are and promptly providing them with support.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The School is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

**Extremism** is, '*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.*' (*The Prevent Strategy, July 2015*)

**Radicalisation:** '*The process by which a person comes to support terrorism and forms of extremism leading to terrorism.*'

The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Effective engagement with parents / the family should also be considered as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms. Schools should also discuss any concerns in relation to possible radicalisation with a child's parents in line with the individual school's safeguarding policies and procedures unless they have specific reason to believe that to do so would put the child at risk.

Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

Indicators of Vulnerability to Radicalisation include:

Identity Crisis – the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society;

Personal Crisis – the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;

Personal Circumstances – migration; local community tensions; and events



affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;

Unmet Aspirations – pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;

Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;

Special Educational Need – pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism. More critical risk factors could include:

Being in contact with extremist recruiters;

Accessing violent extremist websites, especially those with a social networking element;

Possessing or accessing violent extremist literature;

Using extremist narratives and a global ideology to explain personal disadvantage;

Justifying the use of violence to solve societal issues;

Joining or seeking to join extremist organisations

Significant changes to appearance and/or behaviour;

Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Support and Documentation: CTSA 2015 (Counter-Terrorism and Security Act), Prevent Duty 2015 (DFE), 'Protecting Children at Risk of Radicalisation', The CHANNEL programme (support if concerned that a pupil may be vulnerable to radicalisation).

IT Policies: The School ensures that the pupils are safe from terrorist and extremist propaganda material when accessing the Internet at school, through the use of suitable filters. The *Lightspeed* filtering system is focused around education and is deployed throughout our school network to protect are users from unwanted content. The system is flexible and has the tools to generate reports on all web activity. It also enables personal mobile devices to connect to the school network, but restrictions apply.

### **Response to concerns of radicalisation**

The School must have a Prevent Single Point of Contact (SPOC) who is the lead within the School for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism. The SPOC for Barlborough Hall School is Nicholas Boys (DSL and Head Teacher). When a member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC. In addition to information sharing, if a staff member makes a referral to Channel, they may be asked to attend a Channel panel to discuss the individual referred to determine whether support is required.

As with all safeguarding matters staff should refer concerns to the Safeguarding Lead. The Department for Education has a dedicated line for advice to staff and governors: 020 7340 726 [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

## **Roles and responsibilities of the Single Point of Contact (SPOC)**

The SPOC for the School is Nicholas Boys (Head Teacher & DSL) who is responsible for:

Ensuring that staff of the school are aware of who is the School's SPOC in relation to protecting pupils from radicalisation and involvement in terrorism

Maintaining and applying a good understanding of the relevant guidance in relation to preventing pupils from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism

Raising awareness about the role and responsibilities of the School in relation to protecting pupils from radicalisation and involvement in terrorism

Monitoring the effect in practice of the School's RE and PSHEE Curriculum Policies (including assembly procedures) to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs. Through the curriculum and PSHEE, children will be helped to adjust their behaviours in order to reduce risks and build resilience, including to radicalisation, with particular attention to the safe use of electronic equipment and the Internet. They will be taught to understand the risk posed by adults or young people, who use the Internet and social media to bully, groom, abuse

or radicalise other people (see E-Safety, RE and PSHEE Policies). Resources for teachers include [www.saferinternet.org.uk](http://www.saferinternet.org.uk).

Raising awareness within the school about the safeguarding processes relating to protecting pupils from radicalisation and involvement in terrorism

Acting as the first point of contact within the school for case discussions relating to pupils who may be at risk of radicalisation or involved in terrorism

Collating relevant information in relation to referrals of vulnerable pupils;

Attending meetings as necessary and carrying out any actions as agreed

Reporting progress on actions and liaising with relevant agencies

Sharing any relevant additional information to staff and/or other agencies in a timely manner

**ANNEX 1****<sup>23</sup>STAFF CODE OF CONDUCT****Autumn 2016**

**This policy outlines the ways in which staff are expected to behave in their relationships with pupils.**

At Barlborough Hall School a common spirit underpins teaching and learning, the broad curriculum and the entirety of school life. Our mission, inspired by the Jesuit vision and Ignatian characteristics of education, is to nurture well rounded, well-educated and mature men and women of conscience, compassion and competence who will follow the example of Christ as “Men and Women for Others”.

We, therefore, in pursuit of excellence expect the best from everyone, aim for the highest standards in all things and set ambitious targets for both students and staff.

Proclaiming that we are all God’s creation, made in His image, we insist on respect for the dignity and potential of everyone. We value everyone; are ambitious for everyone; look for, and seek to develop, everyone’s talents.

This staff behaviour policy has at its core a love for justice, a hatred of unfair treatment or discrimination, a special concern for the vulnerable and helpless and a resolution to protect children against abuse of any kind.

**POSITION OF TRUST**

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the form teacher or member of the Chaplaincy Team. Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse.

They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking one pupil on his/her own in a car.

---

<sup>23</sup> Meets ISSR September 2016 Part 3 Serial 100

## **Communication with Pupils**

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system. The group leader on all trips and visits involving an overnight stay should take a mobile phone with him/her. The school mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers that they may have acquired during the trip. Parentmail will be used for communication on trips from Barlborough Hall School.

## **Physical contact with pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the Designated Safeguarding Lead informed and, if appropriate, a copy placed on the pupil's file.

## **Physical Restraint**

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the Designated Safeguarding Lead/head who will decide what to do next.

Where this relates to the school's nursery/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

## **Physical education and other activities requiring physical contact**

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

### **Transporting pupils**

No teacher is to give a lift in a car to a pupil. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a senior member of staff.

### **Confidentiality**

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made. **EQUAL TREATMENT**

We are committed to equal treatment for all pupils regardless of sex, race, disability, religion or belief. We keep a record of racist incidents.

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

Children regularly engage in discussion about experiences and feelings with regards to lunchtimes, playtimes and friendships as part of PHSE, RE, assemblies and Pastoral times.

### **BULLYING**

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable and the school keeps a record of any incidents. Please see our school policy on countering bullying for further details.

### **COMPLAINTS**

Copies of the school's complaints procedure can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the school's complaints procedure.

## **WHISTLEBLOWING**

If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head and to the Designated Safeguarding Lead (or to the Chairman of Governors where the concern relates to the Head). Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Where there are allegations of criminal activity, the statutory authorities will always be informed. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

## **DAILY CONDUCT REQUIREMENTS FOR STAFF Attendance and Timekeeping**

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their Deputy Head or Prefect of Studies in advance when possible. If this is not possible, he/she is asked to contact the Deputy Head or Key Stage Leader at the earliest opportunity.

### **Eating and Drinking**

During normal meal times and when working on duty, staff are able to have a meal from the Ref.

### **Smoking**

To promote a healthy and pleasant working environment and because of the fire risk, smoking is not allowed anywhere on site.

### **Alcohol and Illegal Drugs**

Consumption of alcohol or illegal drugs is not permitted on site save where at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Employees conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

### **Security**

Staff must not remove any school documents from the site nor take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

### **Personal Appearance**

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations of staff they are, nonetheless, required to look smart in appearance.

## **Mobility and Flexibility**

Due to the demands and nature of the school, staff should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the staff member is adequately trained.

## **Use of Mobile Phones and Cameras**

Photographs will only be taken of children with their parents' permission (provided in writing via consent form). Photographs will only be taken by a designated staff member/s. Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras. They must then be downloaded onto school computers, where they will be monitored. Photos cannot be used or passed on outside the school. Photographic evidence for E profiles in Early Years is uploaded to secure Tapestry website.

Neither staff nor children may use their own mobile phones to take photographs of children in school.

## ANNEX 2

### 24 Barlborough Hall School Briefing Document for Staff

#### Information Sheet for Staff

All teaching and support staff should be aware of the basic procedures to be followed should a situation arise in which a Barlborough Hall School pupil wished to confide in them. Please read the following carefully.

#### The Five Categories of Significant Harm

**Neglect** - Failure to meet a child's basic physical/psychological needs, including food, shelter, clothing, emotional support, medical care and a protective environment safe from physical harm.

**Physical Abuse** - This includes hitting or shaking a child, or grabbing a child by an article of clothing.

**Sexual Abuse (including CSE and FGM)**- This includes physical contact, making children look at pornography or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse** - Persistent ill-treatment of a child, which may involve conveying that the child is worthless, unloved, or inadequate. It may also involve the imposition of inappropriate expectations.

**Bullying** - deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

**Radicalisation** – Encourage, justify or glorify terrorist acts upon a child. **Vocally or actively oppose children to fundamental British values, including democracy, the rule of the law, individual liberty and mutual respect and tolerance of different faiths and beliefs. What to do when a pupil wants to tell you about something that has happened**

Listen very carefully.

Do not promise confidentiality.

Ask 'open' questions like, 'tell me what has happened,' and avoid any leading questions like, 'did s/he do \*!??\*!'

Make written notes as soon as possible, quoting the child's words and noting anything that you have said.

Do not take it upon yourself to *investigate* what the pupil has told you.

Do not tell the person about whom the pupil has complained

**25 If you think a child is at risk contact the Designated Safeguarding Lead immediately.**

<sup>24</sup> Meets ISSR September 2016 Part 3 Serial 84

<sup>25</sup> Meets ISSR September 2016 Part 3 Serial 83



## Annex 3

### <sup>26</sup>Barlborough Hall School Visitors' Procedures

Barlborough Hall School assures all visitors of a friendly and professional welcome. The school has a legal duty of care for the health, safety, security and wellbeing of all pupils, including protecting them from being drawn into terrorism through the Prevent Strategy.

All visitors must:

- Report to the main or front office once they arrive on site
- Show identification (unless on the approved visitor list)
- Sign the visitors book
- Wear an identification badge
- Be escorted at all times

Visiting speakers must comply with the following procedures:

Information on the speaker or institution must be provided in advance. This must align with the Catholic ethos of the school and to British values, taking the Prevent Strategy into account.

Whenever possible, a notice period of one month should be given prior to the speaker's visit to school with the presentation content of the talk being provided in advance

Staff will be present at any presentation to ensure that a talk/workshop is aligned with the Catholic ethos of the school and to British values and takes the Prevent Strategy into account.

So that this can be facilitated, standard operating procedure at Barlborough Hall School will be:

1. **1 month prior to visit:** An initial meeting is convened with the speaker to discuss the content and context of the talk. Ideally this will be face to face. At this time the speaker receives a statement of our ethos and values and returns a read receipt to acknowledge they have understanding.
2. **2 weeks prior to visit:** A copy of the planned presentation is delivered to Senior Leadership Team by the Teacher lead and questions are returned to the visiting speaker
3. **1 week prior to visit:** Questions from SLT are returned. Visit is approved
4. **Assembly / presentation take place** – staff are present at the presentation
5. **1 week after visit:** Talk is reviewed by SLT.

Whilst we will always follow this procedure, the times frames may be reduced if necessary.

---

<sup>26</sup> Meets ISSR September 2016 Part 3 Serial 104

## Annex 4

### Barlborough Hall School Visitors' Checklist Procedure

Barlborough Hall School assures all visitors of a friendly and professional welcome. The school has a legal duty of care for the health, safety, security and wellbeing of all pupils, including protecting them from being drawn into terrorism through the Prevent Strategy.

Key Staff Member:

Date of planned Visit:

Name of Visitor:

Organisation they represent:

Procedure	Date
<b>1 month prior to visit:</b> An initial meeting is convened with the speaker to discuss the content and context of the talk. Ideally this will be face to face. At this time the speaker receives a statement of our ethos and values and returns a read receipt or email to acknowledge they have understanding. This must align with the Catholic ethos of the school and to British values, taking the Prevent Strategy into account.	
<b>2 weeks prior to visit:</b> A copy of the planned presentation is delivered to Senior Leadership Team by the Teacher lead and questions are returned to the visiting speaker.	
<b>1 week prior to visit:</b> Questions from SLT are returned. Visit is approved.	
<b>Assembly / presentation take place</b> – staff are present at the presentation.	
<b>1 week after visit:</b> Talk is reviewed by SLT.	

Signed by Key Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

As A reminder, all visitors must:

- Report to the main or front office once they arrive on site
- Show identification (unless on the approved visitor list)
- Sign the visitors book
- Wear an identification badge
- Be escorted at all times