

Safeguarding Children and Child Protection Policy

The Governing Body of St Bernard's Catholic Grammar School ensures that:

- The school has a safeguarding children and child protection policy and procedures in place, that are in accordance with government and LA guidance and locally agreed interagency procedures set up by the LSCB (local safeguarding children's board), and that allow for appropriate action to be taken in a timely manner to safeguard and promote our students' welfare. The policy is available on the school's website and is available as a hard copy to parents on request.
- Staff contribute to and shape the safeguarding arrangements and child protection policy of the school, as they have developed expertise in the field through regular training and managing safeguard concerns on a daily basis.
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- The school follows the statutory guidance regarding the disqualification from working with children or the employment of someone already disqualified, as set out in Disqualification Under the Childcare Act 2006 (updated June 2016).
- The school has a staff code of conduct and other policies relating to safeguarding issues, such as the acceptable use of ICT. (Please refer to the *Links with other Policies* found on page 17)
- In light of the increased use of ICT in schools, appropriate filters and monitoring systems are in place to safeguard the students from potentially harmful and/or inappropriate material found online; but also that 'over blocking' of material does not lead to unreasonable restrictions as to what the students can be taught with regards to online teaching and safeguarding.
- Students are taught about safeguarding, including online behaviour, through teaching and learning opportunities, as part of a broad and balanced curriculum, in areas such as RE and PHSE.
- The school has procedures for dealing with allegations against teachers, Headteachers, other staff and volunteers that comply with guidance from the government, the LA and locally agreed interagency procedures; and that such allegations are referred to the Local Authority Designated Officer (LADO) by the Designated Safeguarding Lead or Headteacher, or Chair of Governors if the Headteacher is the subject of the allegation.
- The school has procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person involved in regulated activity has been dismissed

or removed due to safeguarding concerns, or would have been had they not resigned.

- The school has procedures in place to minimise the risk of peer on peer abuse and for dealing with an allegation of peer on peer abuse, which include the different forms of peer on peer abuse, such as sexting, sexual assault and hazing, and how the victim(s) of such abuse will be supported.
- The school recognises the importance of sharing appropriate information with relevant professionals and agencies to meet a student's needs, as fears about sharing information cannot be allowed to adversely affect the promotion of welfare and the protection of children.
- A senior member of the school's leadership team is designated to take lead responsibility for safeguarding and child protection, providing training, advice and support to other staff, liaising with the LADO and the Designated Leads in other local schools, and working with other agencies. Our school also has two Deputy Designated Leads to be available to act in the Designated Lead's absence. Information regarding the contact details of the LADO are kept by both the Designated Officer and the Deputies.
- The role of the lead professional is fulfilled in line with expectations, in that he/she will:
 - Be available to staff during school hours in term time to discuss any safeguarding concerns or have ensured that the Deputy Designated Lead be available in their absence.
 - Be available to staff out of school hours to discuss any safeguarding concerns via the school's mobile phone or have ensured that the Deputy Designated Lead be available when they are not.
 - Liaise with the Headteacher and Deputy Designated Lead on matters of safety, safeguarding and when making a decision as to whether to make a referral to the relevant investigating agencies.
 - Refer cases of suspected abuse or allegations to the relevant investigating agencies, such as children's services or the police.
 - Refer cases to the Channel programme where there is a radicalisation concern, as required.
 - Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies.

- Support staff who make referrals to relevant investigating agencies, including to the Channel programme.
- Liaise with the Headteacher to inform him of any issues and ongoing investigations, especially those under section 47 of the Children Act (1989) and police investigations, and ensure there is always cover for this role.
- Liaise with Headteacher regarding the referral of cases to the DBS where a person is dismissed or left employment of the school due to safeguarding concerns.
- Encourage a culture of listening to our students and take into account their wishes, and the feelings of staff, in developing policy and procedures to safeguard and protect our students.
- Understand the assessment process for providing early help and intervention, and also be alert to the specific needs of children in need, looked after children, those with special education needs and young carers.
- Recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how Local Safeguarding Children Boards (LSCB) operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- Liaise with the LADO and case manager as required.
- Liaise with the LSCB (Slough) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Ensure each member of staff has access to, understands and implements appropriately the school's safeguarding and child protection policy, especially new or part-time staff who may have worked (or work) with different educational establishments.
- Ensure all staff members have full training every three years and annual training updates covering safeguarding and child protection issues, with a mid-year refresher, and are able to recognise and report any concerns immediately they arise, including concerns relating to looked after children (LAC), students with SEN, FGM or Prevent.
- Ensure that all members of staff, including peripatetic staff, have read at least part 1 and Annexe A, and that Governors have read parts 1 to 3 and Annexe A of Keeping Children Safe in Education (September 2016).

- Be able to keep detailed, accurate and secure written records of referrals and or concerns.
- Obtain access to resources and attend formal training at least every two years, with a refresher at least annually.
- Undertake Prevent awareness training.
- Understand and support the school in its fulfilment of the Prevent duty and be able to provide advice and support to staff on protecting our students from the risk of radicalisation.
- Ensure the school's child protection policy is updated and reviewed annually and work with the Governing Body regarding this.
- Ensure that the school's safeguard and child protection policy is available to the public (via the school's website) and that parents are aware of the fact that referrals about suspected abuse of any kind may be made and the school's role in this.
- Where children leave the school, ensure their child protection file is transferred to the new establishment as soon as possible and is transferred securely, with a confirmation of receipt, separately from the main student file.
- In addition to basic child protection training, the Designated Lead and Deputy Lead undertake training in inter-agency working that is provided by, or to standards agreed by, the LSCB (Slough), at two yearly intervals. Further to this formal training, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals but at least annually, to allow them to understand and keep up with any developments relevant to their role.
- The Headteacher, and all other staff members undertake appropriate training to equip them to carry out their responsibilities for safeguarding and child protection effectively, in line with advice from the LSCB (Slough), for all of our students, including LAC. They are kept up-to-date by annual training updates and receive mid-year updates via means such as email and staff meetings.
- Temporary staff and volunteers who work with children are made aware of the school's arrangements for safeguarding and child protection and their responsibilities within that framework. They receive a hard copy of an overview of the school's procedures (see Appendix B).
- The Governing Body addresses without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention.

- Child protection and safeguarding issues are recurrent items on every main meeting of the Full Governing Body. In addition, the Leadership Committee receives a report each term from the Deputy Head on any safeguarding and child protection issues that have arisen since the last meeting.
- A named Governor keeps a watching brief on safeguarding and child protection at all times by liaising with the lead professional and that they play an important role in ensuring oversight and scrutiny of safeguarding policy, procedure and practice on behalf of the Full Governing Body; this includes meeting with the Designated Lead on a termly basis.
- The Chair of Governors is nominated to be responsible for liaising with the LA and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the Headteacher.
- The Governing Body reviews its policies and procedures annually and provides information to the LA about them and about how its duties have been discharged.

Child Protection Procedures

At St Bernard's, we have procedures for handling suspected cases of abuse of students, but the responsibility for investigating such cases lies with other agencies.

Our Headteacher:

- Ensures we practice safe recruitment (as outlined in part 3 of Keeping Children Safe in Education (September 2016)) in checking the suitability of staff and volunteers to work with children.
- Raises awareness of safeguarding and child protection issues and, through the staff, equips our children with the skills needed to keep them safe.
- Puts in place procedures for handling cases of suspected abuse (including allegations against teachers) which are consistent with those agreed by the LSCB (Slough) and easily available to all staff for reference.
- Supports students who have been abused in accordance with his/her agreed child protection plan.
- Establishes a safe environment in which children can learn and develop; this includes the completion of an annual update of an assessment of the risk facing our students in the local context to the possibility of radicalisation.
- Appoints a designated member of staff, and a deputy, to co-ordinate action within the school and liaise with other agencies on suspected abuse cases.

- Makes certain that the designated members of staff receive appropriate training and support and ensures that all staff are alert to signs of possible abuse and know to whom to report any concerns or suspicions.
- Makes parents and students aware of the school's child protection policy and that the policy is available to all via the school's website.

At St Bernard's, we establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to without prejudice. We ensure children know that there are adults in the school that they can approach if they are worried. We include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We follow the procedures set out by the LSCB (Slough) and take account of guidance issued by the DFE to:

- Ensure we have a designated lead for child protection, and a deputy, who have received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary staff, supply staff and volunteers) and governing body knows the name of the designated lead and deputy lead responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and/or possible radicalisation and responsibility for referring any concerns to the designated lead responsible for child protection.
- Ensure that any suspected case involving one of our students being at risk of radicalisation is reported to the proper authorities (e.g. the police or the channel panel).
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of a child being in danger of going missing from education or potentially having gone missing from education.
- Ensure that the local authority is informed of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of potential or actual Female Genital Mutilation (FGM) and/or other forms of Honour Based Violence (HBV), such as breast ironing or forced marriage.

- Ensure that any episode of potential or suspected FGM is reported to the proper authorities, in this case the police.
- Ensure that any concern regarding one of our students being at risk of forced marriage or breast ironing is reported to the appropriate authorities.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of potential or actual peer on peer abuse, such as bullying, sexting and/or sexual exploitation.
- Ensure that any concern regarding one of our students being at risk of or subjected to peer on peer abuse is reported to the appropriate authorities.
- Ensure that any concern regarding one of our students being at risk of or subjected to sexual exploitation is reported to the appropriate authorities.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a student who is subject to a Child Protection or Child in Need Plan.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept locked in a secure place, separate from the main student file.
- Develop and then follow procedures where an allegation is made against a member of staff, volunteer or another student.
- Develop and then follow procedures for when a student goes missing.
- Ensure safe recruitment practices are always followed, including the obtainment of an enhanced Disclosure and Barring Service (DBS) certificate (as outlined in part 3 of Keeping Children Safe in Education (September 2016) and in the school's Safer Recruitment policy and Employment of Ex-offenders policy).
- Ensure the school follows the statutory guidance regarding the disqualification from working with children or the employment of someone already disqualified, as set out in Disqualification Under the Childcare Act 2006 (updated June 2016).

In all cases where abuse is suspected or a sustainable allegation is made, teachers and other members of staff should report the information to the Designated Safeguarding Lead, or Deputy in their absence. The Designated Lead, following discussion with Headteacher and Deputy Lead, will, where necessary, refer these cases to, or discuss them with, the investigating agencies according to the procedures established by the LSCB and by the local authority (LA).

If the Designated Lead is unsure about whether a case should be formally referred or has a general concern about a child's health or development, he or she will seek advice and support from either the local children's services department, the NSPCC or the LADO. The education welfare officer may also be able to offer advice.

When referring a case of suspected or alleged abuse, the Designated Lead should ask to be informed of the timing of the strategy discussion between the statutory agencies which will decide whether and how to investigate. The Designated Lead may wish to clarify with the investigating agencies when, how and by whom the parents and the child will be told that a referral has been made, bearing in mind that the abuser is frequently known to the child and may be a close relative.

A member of staff, either the Designated Lead or the member of staff who knows the child best, should be prepared to contribute to the strategy discussion by using the school's knowledge of the child.

Designated Leads

Designated Safeguarding Lead: **Mike Tomlinson**

(m-tomlinson@st-bernards.slough.sch.uk)

Deputy Safeguarding Lead & LAC: **Diana Seagrove**

(d-seagrove@st-bernards.slough.sch.uk)

Deputy Safeguarding Lead: **Paul Kassapian**

(p-kassapian@st-bernards.slough.sch.uk)

Telephone: 01753 527020

The Designated Lead has specific responsibility for the coordination of safeguarding and child protection procedures within the school and for liaison with children's services and other agencies. One of the Designated Leads will also take responsibility for any LAC, ensuring that appropriate staff have the information they need in relation to the child's looked after legal status and contact with those with parental responsibility. The LAC lead will also have details of the care arrangements, the level of authority

delegated to the carer, the social worker involved and virtual school Headteacher in the relevant authority.

All staff members need to be made aware of whom the Designated Lead teacher and Deputy Leads are as all cases of suspected abuse should be reported to him or her in the first instance.

The Designated Lead needs to have appropriate training and should know:

- How to identify the signs and symptoms of abuse and when to make a referral.
- The LSCB and/or LA procedures and the designated teacher's role within them.
- The role and responsibilities of the investigating agencies and how to liaise with them.
- The requirements of record keeping.
- The conduct of a child protection conference and how the designated teacher, or another member of staff, can make an appropriate contribution to it.

Designated Governor

The Designated Governor should:

- Oversee the implementation of the policy and associated procedures and ensure that the policy is reviewed annually.
- Liaise with Headteacher and the Designated Lead regarding general child protection and broader safeguarding issues within school.
- Have undertaken the LSCB training, or equivalent.
- Make periodic reports to the Governing Body on the way in which the school is fulfilling its safeguarding duties.
- Ensure that at least one Governor on any recruitment selection panel has successfully completed accredited safer recruitment training.
- Have oversight of the single central record, ensuring it is up to date and maintained in line with guidance.

At St Bernard's, we endeavour to support all our students through:

- The content of the curriculum.

- The school ethos which promotes a positive, loving, supportive and secure environment and gives students a sense of worth and being valued for whom they are.
- The school behaviour policy.

And where necessary, for individual students:

- Through liaison with other agencies that offer support such as children's services, child and adult mental health service, education welfare service and educational psychology service.
- By ensuring that where a student subject to a Child Protection or Child in Need Plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

CHILD PROTECTION POLICY

Introduction

St Bernard's Catholic Grammar School is a voluntary aided school in Slough Unitary Authority with approximately 820 students. It is in the Diocese of Northampton. The school, and its staff, recognise that it forms part of a wider safeguarding system for children and that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label – in most cases multiple issues will overlap with one another. No single professional can have a full picture of a child's needs and circumstances. If a child and their family/carers are to receive help at the right time, **everyone** who comes in to contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

It is recognised by the school, its staff and local agencies concerned in these matters, that the school must always be vigilant in the safeguarding and protection of children and it is the responsibility of **all** members of staff and **everyone** who comes in to contact with children, and their families/carers, to promote the welfare and safeguard the children that are taught at the school, adopting a child-centred approach that always considers what is in the best interest of the child.

In order to reflect our Mission Statement, code of conduct, the Every Child Matters Agenda and current legislation, the school should provide a safe well-ordered and supportive environment for all students.

To this end we will:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children (as outlined in part 3 of Keeping Children Safe in Education (September 2016)).
- Raise awareness of safeguarding and child protection issues and equip children with the skills needed to keep them safe.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Support students who have been abused in accordance with his/her agreed child protection plan.
- Establish a safe environment in which children can learn and develop.
- Ensure that children and young people feel safe and secure at our school.

Our PSHE curriculum is designed to develop self-esteem and positive self-image as stated clearly in our Anti-Bullying Policy. It is programme based on developing skills to help inform decision-making, the ability to make choices, good communication skills, maintain personal safety, both in the real world and on-line, and adopt a balanced, healthy life style. An emphasis is placed on the students developing strategies to say NO and their right to do so. This is a fundamental element of Child Protection Education. These aims are reflected across the whole school curriculum.

The school promotes positive behaviour and challenges all forms of bullying.

Reporting concerns

All staff are encouraged to promptly share any concerns they may have about a student, no matter how minor. This may be to a member of the Pastoral Team, such as the Head of Year, when the concern may not obviously relate to a safeguarding or child protection issue or to the Designated Lead (or, in their absence, the Deputy Designated Lead) when the concern is more overt. Intervention and/or the provision of help at any early stage can be highly beneficial and prevent the concern from escalating.

Our staff adopt the approaches of 'it is better to flag up any concern' and that 'it may happen here' when considering the safeguarding needs of our students and understand that abuse is considered to be a form of maltreatment. Where a member of staff has a safeguarding or protection concern relating to any of our students, or when they are unsure about the welfare of any of our students, they should report their concern to the Designated Lead (or, in their absence, the Deputy Designated Lead) as soon as possible.

Our staff has an awareness of safeguarding issues (some of which are outlined below) and that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger. Any member of staff who:

- Has a suspicion that a student is marked or bruised in a way that is not readily attributed to 'normal' knocks and scrapes.
- Notes behaviours or actions in a student which give rise to suspicions that the student may have suffered abuse.
- Notes behaviours or actions in a student that are very out of character for this young person.
- Becomes aware or has a suspicion that a student is involved in behaviours or actions that endanger their well-being, or that of others, such as drug taking, alcohol abuse, bullying, truancy and sexting.
- Receives hints or a disclosure that a student is suffering from abuse of any type from the student them self or from one of his/her friends.
- Becomes aware or has a suspicion that a student is the subject of fabricated or induced illness.
- Becomes aware or has a suspicion that a student has witnessed the ill treatment of another, such as in domestic violence.
- Becomes aware or has a suspicion that a student has been subjected to inappropriate sexual activity or has been enticed to be or involved in looking at or producing inappropriate sexual material, such as pornography.
- Becomes aware or has a suspicion that a student has been subjected to or is at risk of sexual exploitation.
- Becomes aware or has a suspicion that a student has been subjected to or is at risk of peer on peer abuse.
- Becomes aware or has a suspicion that a student's basic physical and/or psychological needs are persistently not being met.
- Becomes aware or has a suspicion that a female student is about to be or has been subjected to FGM.
- Becomes aware or has a suspicion that a student is about to be or has been subjected to forced marriage.
- Becomes aware or has a suspicion that a student is or has been subjected to gender based violence.

- Becomes aware or has a suspicion that a student has gone or is at risk of going missing.
- Becomes aware or has a suspicion that a student is exposed to extremist views.
- Becomes aware or has a suspicion that a student is at risk of radicalisation.

has a duty to report his or her concerns to the Designated Lead as soon as possible.

Referral to external agencies

It is the responsibility of the Designated Lead, together with the Deputy Lead and Headteacher, to make an informed decision, by using the relevant LA's threshold guidance document (see Appendix A), as to whether to refer the case to external agencies, such as children's services, the channel panel (Prevent) or police. This may be immediately following the expression of concern or after discussion with the student, his/her parents or carers, the member of staff raising the concern, other staff and/or other agencies, as appropriate; the referral would be made by the Designated Lead, or Deputy Lead in their absence. However, any member of staff can make a referral to external agencies if they so choose. Should this be the case, they should inform the Designated Lead as soon as possible of the referral.

Where one of our students is in immediate danger or risk of harm a referral should be made to children's services and/or the police immediately. Ideally this referral should be made by the Designated Lead ((or, in their absence, the Deputy Designated Lead) but, where the delay of raising the concern with the Designated Lead further endangers the student, the member of staff with the concern should make the referral. Should this be the case, they should inform the Designated Lead of the contact with the external agency as soon as possible.

Where a teacher in the course of their work discovers that a female student under the age of 18 appears to have been subjected to an act of FGM, the teacher must report this to the police. Should this be the case, they should inform the Designated Lead of the contact with the police as soon as possible and preferably before contact is made. Where the student is over 18 or where the teacher has a suspicion of impending FGM or if it is a non-teaching member of staff that becomes aware that FGM appears to have taken place, a report of the concern should be made to the Designated Lead (or Deputy Lead in their absence). They, together with the Deputy Lead and Headteacher, will make an informed decision as to whether to refer the case to external agencies; the referral would then be made by the Designated Lead.

Where the decision is made that referral to children's services is not necessary and that early help and/or other support are appropriate, the Designated Lead will support the member of staff liaising with the external agencies. The case will be regularly reviewed by the staff involved, the Designated Lead and the Headteacher and, where the situation appears not to improve, further consideration will be given regarding a referral to children's services.

It is the responsibility of the Designated Lead, together with the Headteacher, to notify social services if there is an unexplained absence of more than two days of a student who is subject to a Child Protection or Child in Need Plan.

It is the responsibility of the Designated Lead, together with the Headteacher, to ensure that when a student subject to a Child Protection or Child in Need Plan leaves the school, their information is transferred to the new school immediately and the child's social worker is informed.

All records are kept locked away and secure, separate from the main student file.

Procedure for Reporting Concern

The school is committed to following the guidance and procedures set out by this policy and those of LSCB (Slough).

- The Designated Safeguard Lead for Child Protection to whom all information must be reported is **Mr Tomlinson**.
- In the event of Mr Tomlinson being absent from school, reports about Child Protection are to be made to the Deputy Designated Safeguard Lead, **Mrs Seagrove**. She also has particular responsibility for our Looked after Children.
- In the rare event that neither Mr Tomlinson nor Mrs Seagrove are available, then any concern relating to Child Protection are to be made to the Headteacher, Mr Kassapian.
- There are two designated Safeguarding and Child Protection Governors (Mrs Davern & Mrs Oxlade).
- Any concerns or information must be reported within 24hrs to the Designated Lead.
- A detailed written account of the concern/disclosure must then be produced. This is to be **handed** to the Designated Lead (or Deputy in their absence) within 24hrs of the initial sharing of the concern/information with the Designated Lead. The report should include the child's name, age, ethnicity, any disability or special educational needs and, where relevant, the child's preferred method of communication. The report should give an accurate record, including dates and times, of what has been observed, what the child has said and the reporting adult's replies. The record should also be dated and signed. When reporting an incident or disclosure, it is vital that only what has actually happened to the student and what has actually been said by the student is reported

- The Designated Lead (or Deputy in their absence) will see the child, to talk to him/her and will inform him/her that a referral will be made, if the Designated Lead thinks that, following consultation with both the Deputy Designated Lead and the Headteacher, it is appropriate that such action be taken. If the concern has come as a result of a disclosure, the Designated Lead will see the child in the presence of the adult to whom the disclosure was made.
- Colleagues are aware that any concern, however trivial, needs to be reported since this information could be an important element in a much larger picture.
- Staff must not take on a counselling role and must be aware that their role is to LISTEN and NOT TO ASK QUESTIONS unless to clarify what is said.
- Staff in whom students confide need to consider their responsibilities carefully. They must warn students that certain information cannot be kept confidential and must never promise a student that they will not tell anyone else about an allegation. However, beyond passing on the information received to the Designated Lead (or Deputy in their absence), staff are to keep any disclosure or concern regarding a safeguarding or protection issue to them self.
- All staff will be made aware of important steps to take when dealing with students for their own protection and the safety of the child.
- Confidential information relating to Child Protection issues will be kept in a separate student file stored in a locked filing cabinet.
- Feedback to staff of confidential information relating to specific students will be what is considered appropriate in individual cases and on a need to know basis.
- Where a child becomes the subject of a child protection plan the school will ensure that an appropriate member of staff will attend conferences, provide a report, contribute to the decision making process and participate in any on-going plans to protect the child.
- When a child in receipt of a child protection plan changes school then the new school should be notified and child protection records and confidential information should be sent under a separate and confidential cover.
- If a member of staff is involved in a child protection issue then social services, the Headteacher and the Local Authority Designated Officer (LADO) will be informed. If it is the Headteacher who is involved then the Chair of Governors and the LADO must be informed.
- All staff employed by the school will be subjected to appropriate checks before appointment (as outlined in part 3 of Keeping Children Safe in Education (September 2016)).

Liaison with other agencies

The school works closely with other agencies, such as children's services, the police, health providers and other services to promote the welfare of our students and protect them from harm. These agencies inform each other of safeguarding and protection issues and share information where this is consistent with national and local sharing of information protocols. Cooperation also includes access to offers of early help.

Inter-agency working and information sharing is vital in identifying and tackling all forms of abuse but it is clear that it is especially important in identifying and preventing child sexual exploitation.

Agencies involved are:

- **The LADO for Slough:** Nicola Johnstone (nicola.johnstone@scstrust.co.uk)
Telephone: 01753 474 053 Mobile: 07885828387
- **Prevent coordinator for Slough:** (Misha.Upadhyaya@thamesvalley.pnn.police.uk or Naheem.bashir@slough.gov.uk)
- **Educational Welfare Officer:** a termly update between the Attendance Officer and the EWO takes place. Concerns about attendance and punctuality are discussed.
- The **School Matron** is available to all students who are feeling unwell. Information relating to students' personal or medical problems remains confidential.
- **School Chaplain:** The Chaplain is available to talk to students at any time.
- **Deputy Head/HOYs/SENCo:** All are available to talk to students at any time.
- **Peer Mentors:** If peer mentors have concerns about any child protection issues then they should refer these to the Designated Lead through the Peer Mentor Coordinator.

Inset and Staff Training

All staff are trained to at least the level appropriate to their role, informed by their level of contact with the students (as defined in "Working Together to Safeguard Children"). The Designated Leads receive biannual retraining, which is cascaded internally to the school community. In addition, they also regularly update their skills and knowledge at half-termly meetings with the other Designated Leads in the LA.

All other staff receive full training every three years, training updates annually on the first day of the school year and regular updates regarding safeguarding issues (such as Prevent and child protection) throughout the school year, including an annual mid-year refresher session. These updates are provided via email and/or through staff meetings and provide staff with the relevant skills and knowledge to continue to safeguard all of our students effectively, including LAC and SEN students. All staff, irrespective of role, are required to read part 1 and Annex A of Keeping Children Safe in Education (September 2016); this includes peripatetic staff.

A copy of this policy is made available to all staff and each year staff are given an update/reminder of procedures to follow. This policy applies to non-teaching staff who must also undertake INSET training.

All new permanent staff that are part-time and consequently miss the safeguarding training or that join the school after the first day of the school year who do not hold a valid certificate of training at the appropriate level for their role will receive training in accordance with "Working Together to Safeguard Children". All temporary staff will receive contact details and basic procedures as an information sheet (this includes those on supply).

Links with other Policies

Where necessary, this policy should be read in conjunction with the Anti-bullying Policy, the Safer Recruitment policy, the Employment of Ex-offenders policy, the Health and Safety policy, the Allegations of Abuse against Staff policy, the Raising of Concerns policy, the Staff Code of Conduct, the Pastoral Care policy, the Behaviour policy, the Managing Allegations against other Pupils policy, the PHSE policy, the Educational Visits policy, the Equalities policy, the E-safety policy, the ICT Acceptable Usage policy, the ICT and use of Internet policy, the ICT policy, the ICT use of Personally Owned Devices by Staff policy, the Use of Electronic Devices policy, the Social Media policy, the Removing Students from Roll procedure, the Restrictive Physical Intervention policy and the When a Child goes Missing policy . In addition, it has links with Chaplaincy and Education for Personal Relationships.

Dissemination and Review of the Policy

The policy is available to all staff. Copies are available to parents through the school prospectus and from the school website. This policy is reviewed annually at the first Governors' Leadership Committee meeting. The Designated Lead, or Deputy, for Safeguarding Children attends this meeting to discuss and amend the policy. In addition, the Safeguarding Governors have the opportunity to review and evaluate the implementation of the policy.

References

- Keeping children safe in education – statutory guidance September 2016 (DFE).
- Dealing with allegations of abuse against teachers and other staff 2012(DFE).
- Working together to safeguard children – statutory guidance March 2015
- What to do if you are worried a child is being abused – 2015 Advice for practitioners (DoE)
- Serious Crime Act 2015
- Prevent Duty 2015
- DoE Advice for schools and childcare providers on Prevent Duty – June 2015
- Children's Act 1989
- Children's Act 2004
- United Convention of the Rights of the Child 1991
- Disqualification Under the Childcare Act 2006 (updated June 2016).

Appendix A

Below is a web link to the LSCB's threshold guidance for Slough.

<https://www.slough.gov.uk/downloads/SLSCB-threshold-guidance.pdf>

Below is a web link to the LSCB's threshold guidance for Hillingdon.

http://www.londoncp.co.uk/files/revised_guidance_thresholds.pdf

Below is a web link to the LSCB's threshold guidance for RBWM.

<file:///S:/Downloads/LSCB%20Multi%20Agency%20Threshold%20Guidance%20February%202016.pdf>

Below is a web link to the LSCB's threshold guidance for Hounslow.

https://media.inzu.net/a45a11eab03e0ad1a0cdd1da42d4db25/mysite/downloads/529_Thresholds_Guidance_Assessment_Protocol.pdf

Appendix B

An Overview of Child Protection Procedures at St. Bernard's

Abuse = a form of maltreatment (maltreatment = cruel or violent treatment)

Categories of Abuse:

1. **Physical** – bruising/physical injury/burns or scalds/being given drugs or alcohol/fabrication or inducement of illness/Female genital mutilation (FGM).
2. **Emotional** – persistent emotional maltreatment/over-protection (severely affecting child's ability to mix)/witnessing ill-treatment (eg. domestic violence)/exposure to extremist views.
3. **Sexual** – forcing or enticing a child into sexual activity (penetrative or non-penetrative)/involving a child in watching or making pornography/encouraging a child to behave in sexually inappropriate ways/ grooming a child/take advantage of an imbalance of power to coerce, manipulate or deceive a person under the age of 18 into sexual activity (CSE).
4. **Neglect** – persistent failure to meet basic physical and/or psychological needs – eg. food, clothing, shelter/extended abandonment/failure to protect from harm and/or meet medical needs.

What to do if you are worried about a child in relation to any of the above, or issues relating to a child going missing (eg. unexplained extended absence) or Honour Based Violence (FGM/forced marriage/breast ironing), online safety or the Prevent Agenda (radicalisation):

- Tell the Designated Lead for Safeguarding (Mike Tomlinson) as soon as possible; or the Deputy Designated Lead for Safeguarding (Diana Seagrove) in his absence.
- Produce an exact written account of the concerns within 24hrs, stating the child's name, age, and what you have observed in relation to the child. Date and sign your account.

- Do not keep a copy of the account or discuss it with anyone else beyond the Designated Lead.
- Be available to interview the child with the Designated Lead if the child has made a disclosure to you.

What to do if a child tells you about abuse or any other safeguarding concern:

- Stay calm and be reassuring.
- Believe you are being told the truth.
- Listen but do not press for information or ask leading questions.
- Do not conduct your own investigation to find 'evidence'.
- Do not promise to keep anything secret.
- Explain to whom you will pass the information.
- Tell the Designated Lead (or Deputy, as outlined above) as soon as possible.
- Produce an exact written account of what was said within 24hrs of the disclosure, stating the child's name, age, the date and time of the disclosure and what you have observed in relation to the child. Date and sign your account.
- Do not keep a copy of the account or discuss it with anyone else beyond the Designated Lead.
- Be available to interview the child with the Designated Lead.

Who are the Designated Leads for Safeguarding?

1. Mike Tomlinson (Designated Lead)
2. Diana Seagrove (Deputy Designated Lead)
3. Paul Kassapian (Headteacher)

To report concerns, you should speak to the Designated Lead but in their absence work down the list. A brief investigation will take place, which will include a follow up interview involving you, the Designated Lead and the child. The three people named above will then decide as to whether or not to involve other agencies, such as Social Services or the Police. For further information, please read the school's 'Safeguarding and Child Protection Policy' which is found in the Staff Handbook, on the school's website or in the School Policies' folder on the Admin server.

Agreed by the Leadership Committee: 8th November 2017

Ratified by the Full Governing Body: 29th November 2017

Next review: November 2018