



Safeguarding/Child Protection Policy

**Be the best we can;
Join in learning, play and prayer,
Remember God's Word.**

Date of last review	January 2018
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Next Review Date	July 2018
Designated Safeguarding Lead for Child Protection:	Ken Maslin - Head Teacher
Deputy Designated Safeguarding Lead for Child Protection:	Jo Richardson - Deputy Head Teacher
Named Governor for Safeguarding/Child Protection:	Susan Robinson

Handwritten signature of Ken Maslin, the Designated Safeguarding Lead.

Handwritten signature of Jo Richardson, the Deputy Designated Safeguarding Lead.

Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this we;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way he should go, And when he is old he will not depart from it"* Proverbs 22:6 (NKJV) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of different types of abuse and follow our procedures to ensure that children receive effective support, protection and justice.

Introduction

The procedures contained in this policy apply to all staff and governors and are consistent with those of the Greenwich Safeguarding Children's Board (GSCB) and locally agreed procedures.

Bishop John Robinson Church of England Primary School takes seriously its responsibility to protect and safeguard the children in its care and follows the guidance of "Working Together to Safeguard Children (March 2015) and "Keeping Children Safe in Education" (September 2016) and Section 175 of the Education Act, 2002. This guidance outlines the responsibilities of schools, colleges, independent schools, academies and free schools (by virtual of their funding agreement) in carrying out their duties to safeguard and promote the welfare of children by ensuring that "mechanisms are in place to assist staff to understand and discharge their role and responsibilities".

CONTENTS

	Page
1. Purpose and Aims	5
2. Statutory Framework	6
3. Safeguarding Training	7-8
4. The Head Teacher's Roles & Responsibilities re Safeguarding	9
5. Designated Safeguarding Lead for Child Protection's Roles & Responsibilities	9
6. The Governing Body's Roles and Responsibilities re Safeguarding	10
7. The Roles & Responsibilities of all Staff within School	11
8. Greenwich Early Help Guidance	12
9. When to be concerned	13
10. Dealing with a Disclosure/Reporting concerns	13
<ul style="list-style-type: none"> • If a child discloses that he or she has been abused in some way the member of staff • If you discover that FGM has taken place or a pupil is at risk of FGM • Allegations of abuse made against other pupils 	
11. Confidentiality	17
12. Communication with Parents	17
13. Record Keeping	17
14. Dealing with allegations against School Staff / Volunteers	18
16. Monitoring and Evaluation	19
17. List of related policies and procedures	19
Appendix 1: Types and Indicators of Abuse	
<ul style="list-style-type: none"> • Physical Abuse • Emotional Abuse • Sexual Abuse • Neglect • Honour Based Violence • FGM mandatory reporting duty • Forced marriage • Child Sexual Exploitation (CSE) • Children missing from Education • Private fostering • Extremist ideology, radicalisation and terrorism 	20 - 26
Appendix 2: Record Keeping and Referral Guidance	27
Appendix 3: Concern sheet and Body Map	29
Appendix 4: Flow Chart for Reporting Concerns	31
Appendix 5: References to key documents including Keeping Children Safe in Education part 1 and Annex A (for all staff).	33
Appendix 6: Royal Borough of Greenwich Referral Form	34
Appendix 7: Acceptable use of digital technologies	37
Appendix 8: Online Safety Policy (separate policy)	38

1 Purpose and Aims

1.1 Bishop John Robinson Church of England Primary School fully recognises its responsibilities for safeguarding children including those in need of protection.

1.2 Our policy applies to all staff, governors and volunteers working in the school.

1.3 There are **five main elements** to our policy:

- Ensuring we practice safe recruitment in line with national legislation by using at least one suitably trained recruiter on all interview panels and by checking the suitability of staff and volunteers to work with children and ensuring any unsuitable behaviour is reported and managed using the Allegations Management procedures
- Raising awareness of child protection issues and equipping children with the skills needed to keep themselves safe
- Ensuring a suitably trained workforce, developing and then implementing robust procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which children can learn and develop.

1.4 We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried;
- Promote opportunities across the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

2 Statutory Framework

2.1 In order to safeguard and promote the welfare of children, the school will act in accordance with the following legislation and guidance:

- The Children Act 1989 & 2004
- The Education Act 2002 (section 175)
- The Education (Pupil Information) (England) Regulations 2005
- Keeping Children Safe in Education (September 2016)
- Dealing with Allegations of Abuse Against Teachers and Other Staff
- Working Together to Safeguard Children (March 2015)
- Procedures set out by the Greenwich Safeguarding Children Board.

2.2 More specifically, we will:

- Ensure we have a Designated Safeguarding Lead (DSL) for child protection, and deputy senior person (DDSL) for child protection, who have received appropriate training and support for their roles;
- Ensure we have a nominated governor responsible for child protection;
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name and role of the DSL;
- Have a comprehensive induction policy in place specifically outlining the school Safeguarding/CP policy; the staff code of conduct and role of the DSL;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL and have signed that they have read Keeping Children Safe in Education (September 2016) Annex A and Part 1;
- 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/website;
- Notify Social Care immediately (on the first day of absence) if there is an unexplained absence of a child on a **Child Protection Plan**;
- Contact the child's social worker directly if there is an unexplained absence of a child who is **Looked After**. This may then trigger actions identified in the "Joint Police and Social Care Protocol for Dealing with Children Missing from Care";
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences;
- Keep detailed, accurate, secure written records of concerns about children, even where there is no need to refer the matter immediately;
- Ensure all safeguarding and child protection records are kept securely, separate from the main pupil file, and in locked locations (This could be electronic secure storage);
- Follow the procedures set out in section 14 of this document, if an allegation is made against a member of staff or volunteer;
- Ensure safe recruitment practices are always followed.

3 Safeguarding Training

- 3.1 All staff members will receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- 3.2 The designated safeguarding lead (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years. The designated safeguarding lead will undertake Prevent awareness training. In addition to the formal training, their knowledge and skills will 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, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role.
- 3.4 Any newly appointed DSL will attend the GSCB "Working Together to Safeguard Children" training and the local DSL training before taking lead responsibility for safeguarding. The deputy DSL will take a leading role on safeguarding for the short time that the DSL is waiting to receive training.
- 3.5 The designated Governor for Safeguarding and Child Protection will undertake governor safeguarding training annually.
- 3.6 The DSL will retain a training record indicating the attendance at safeguarding training so that absent staff can receive an update on their return. Additionally the DSL will retain a record showing staff have read Keeping Children Safe in Education (September 2016) Annex A and Part 1.
- 3.7 All new members of staff will receive child protection training as part of their induction programme.
- 3.8 Briefings and updates on child protection and safeguarding procedures will be provided on a regular basis, at least annually, but more frequently when necessary, to ensure that all members of staff are familiar with any changes to the school policy or in the national guidance materials as they occur.
- 3.9 At least one member of every appointments panel will have gained accreditation through Safer Recruitment training (statutory requirement). The school will ensure that there are always sufficient numbers of suitably trained staff or governors in post. (Royal Borough of Greenwich recommends this is updated every 5 years.)

3.10 Record of training (summary):

	Teacher or member of staff name	Date
Designated Safeguarding Person	Ken Maslin	September 2014 Refresher January 2017
Deputy DSL	Joanne Richardson	September 2014 Refresher January 2017
Designated Teacher for Looked after Children	Ken Maslin Joanne Richardson	November 2016
Safer Recruitment	Ken Maslin	January 2015
Annual safeguarding /CP training	Whole school (including LSA's SSO, Admin staff etc)	September 2017 November 2017
Safeguarding Honour Based Violence (FGM, Forced marriage)	Whole school (including LSA's SSO, Admin staff etc)	November 2017
Child Sexual Exploitation (CSE)	Whole school (including LSA's SSO, Admin staff etc)	November 2017
Prevent	Ken Maslin	November 2017
Extremism awareness	Teachers and Support Staff	January 2017
E-Safety training	Teachers	November 2017 (planned)
First Aid	Support staff	May 2016
Positive Handling (physical restraint)	Support staff	May 2017 (Approach)

4 The Head Teacher's Roles and Responsibilities re: Safeguarding

4.1 In line with the statutory guidance (2016), the Head Teacher will ensure that systems and procedures to ensure all staff understand their role in safeguarding and promoting the welfare of children. The Head Teacher will ensure:

- The policies and procedures adopted by the governing body or proprietor are fully implemented, and followed by all staff;
- A clear and concise job description is in place for the DSL and that the DSL is a senior member of the School Leadership Team;
- Sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing policies, where appropriate.
- There are arrangements in place for DSL availability to cover any out of hours or out of term time activities taking place.

5 The Designated Safeguarding Lead for Child Protection's Roles & Responsibilities

5.1 Broad areas of responsibility proposed for the DSL for child protection.

- Recognise how to identify signs of abuse and neglect and when it is appropriate to make a referral to other agencies;
- Refer cases of suspected abuse or allegations to the relevant statutory agencies (children's social care or the police);
- Act as a source of support, advice and expertise to staff within the educational establishment when deciding whether and when to make a referral to relevant statutory agencies;
- Seek advice from and share information with relevant statutory agencies before seeking consent or informing parents of a referral. Where practicable, concerns should be discussed with the family and agreement sought for a referral to children's services **unless** this may, either by delay or the behavioural response it prompts, place the child at risk of significant harm. Liaise with the head teacher or principal (where the role is not carried out by the headteacher or principal) to inform him or her of any issues and ongoing enquiries under section 47 of the Children Act 1989 and police investigations and ensure there is always cover for this role;
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes, such as the Royal Greenwich Early Help Guidance;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new or part-time staff who may work with different educational establishments;
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns about children's safety and welfare immediately they arise;

- Ensure all staff are aware of the guidance 'What to do if you're worried a Child is being Abused';
- Feedback and reassure staff who have raised a child protection concern;
- Be able to keep detailed, accurate, secure written records of referrals and/or concerns;
- Maintain an up-to-date awareness of safeguarding developments and distribute these as appropriate to all staff in line with advice from the Greenwich Safeguarding Children's Board (GSCB);
- Ensure the establishment's child protection policy and procedures are updated and reviewed annually and work with the governing body, management committee or proprietor regarding this;
- Ensure parents can see copies of the child protection policy and procedures which alerts them to the fact that referrals about suspected abuse or neglect may be made and the role of the establishment in this;
- Where children leave the establishment ensure their child protection file is provided for any new establishment as soon as possible but transferred separately and securely from the main pupil file;

6 The Governing Body's Roles & Responsibilities re Safeguarding

6.1 Keeping Children Safe in Education (September 2016) provides the following statutory guidance: Governing bodies and proprietors are accountable for ensuring their school has effective policies and procedures in place in accordance with this guidance and for monitoring their school's compliance with them. They should ensure that an appropriate senior member of staff is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff liaising with the local authority and working with other agencies.

6.2 In light of this statutory guidance the Governing Body will nominate a governor who will be responsible for Safeguarding and Child Protection and will liaise with the DSL on matters relating to Safeguarding and Child Protection.

6.3 The Governing Body will ensure that:

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, and the policy is made available to parents on request;
- 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 has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the local authority and locally agreed interagency procedures;
- A senior member of the school's leadership team is designated to take lead responsibility for dealing with safeguarding and child protection issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies;
- In addition to GSCB training (every two years) the Designated Safeguarding Lead will undertake training to support inter-agency working.

- The head teacher, and all other staff who work with children, undertake appropriate training annually to equip them to carry out their responsibilities for child protection effectively. Also that all temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities;
- An appropriate whistleblowing policy/procedure is in place and is reflected in staff training and staff behaviour policies (code of conduct) to encourage any staff member or volunteer to report concerns regarding safeguarding practice in school.
- The head teacher remedies without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to his/her attention;
- A member of the governing body (usually the chair) is nominated to be responsible for liaising with the Local Authority Designated Officer (LADO) in the event of allegations of abuse being made against the Headteacher (Contact details of the LADO are given in section 14.7); and
- The Governing Body reviews the child protection policy and the effectiveness of safeguarding procedures (at least) annually.

7 The Role & Responsibilities of all Staff within School

7.1 All school and college staff members should be aware of the signs of abuse and neglect (appendix 1) so that they are able to identify cases of children who may be in need of help or protection.

7.2 Staff members working with children are advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

7.3 Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Staff are aware of the additional barriers in identifying possible abuse and neglect in these children. They recognise the need to

- explore the reasons for changes in behaviour, mood and injury rather than assume it is related to the child's disability;
- understand that children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- overcome the barriers and difficulties in communication with these children.

7.4 All staff will ensure they are aware of their responsibilities for safeguarding and child protection in being alert to the signs of abuse and of their responsibility to report and record any concerns. This means that they must:

- Recognise that a disclosure may come directly from the child, or from a third party, e.g. friend, neighbour, other family member. Alternatively, it may be through the suspicion of staff based on a variety of symptoms and knowledge of possible indicators of abuse;
- Recognise that peer on peer abuse must be taken seriously and appropriately reported;
- Take seriously any disclosures made to them and provide reassurance to the discloser through their responses and behaviour;
- Read carefully any documentation provided by the DSL to update their safeguarding training.

7.5 It is recognised that a child may disclose sensitive information at any time of the day, and in particular this may occur outside of normal lesson time, e.g. break periods or during before/after school club sessions. It is therefore important that all the staff is aware of the signs and behaviour which may indicate abuse (see section 9 and Appendix 1).

7.6 All staff and volunteers have a duty to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Where a staff member feels unable to raise an issue or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- *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.*

8 Royal Greenwich Early Help Guidance

7.7 Royal Greenwich Early Help Guidance supports children and families with emerging needs and promotes a shared responsibility to facilitate significant and sustained change in children's lives, building resilience, preventing and protecting children from harm. Early help is focused developing and breaking intergenerational cycles of poverty through working with children's parents/carers and families. Professionals should, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in anti-social or criminal behaviour
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence
- is showing early signs of abuse and/or neglect.

Further information can be found from:

www.greenwichsafeguardingchildren.org.uk

Early Help consultation line 0208 9214590 1- 4pm

Early-help-refer@royalgreenwich.gov.uk

Early Help preventions directory available on the GSCB website

9 When to be concerned

9.1 All staff and volunteers must be aware that the main categories of abuse are:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse

9.2 All staff and volunteers must act in accordance with this policy if a child he/she presents with indicators of abuse (see Appendix 1 for details).

10 Dealing with a Disclosure/Reporting concerns See (Appendix 2 flowchart)

10 If any member of staff has a concern about a particular child in their care, they must immediately report their concerns to, and seek advice from the Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Lead. Staff must provide the DSL with a signed and dated written record of their concerns. If necessary staff are also able to report directly to Children's Social Care via the Multi Agency Safeguarding Hub (**MASH**) Tel 0208 921 3172) and/or police if the child is in immediate danger or at risk of harm.

11 If a child discloses that he or she has been abused in some way the member of staff should:

- Find time and, if necessary, a suitable place to listen to the child, when information about possible abuse comes to light
- Listen to what is being said without displaying shock or disbelief
- Do not make false promises which may not be able to be fulfilled and do not promise confidentiality
- Allow the child to talk freely. Do not cross examine, interview, probe or ask to see any injury that is not visible. Listen, only asking questions when necessary to clarify. Ask open questions such as "Tell me, and How did that happen"
- Not criticise the alleged perpetrator
- Reassure the child that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Explain what has to be done next and who has to be told
- Find out just enough to be sure of the need to refer, and keep any questions open rather than closed
- Make records that are factual, accurate and relevant and avoid subjective judgements. It is not the school's responsibility to 'check out' what any child tells nor should any abuser be questioned.
- Sign and date the record of disclosure Speak with the Designated Safeguarding Lead for Child Protection or the deputy, and provide him/her with the signed, dated written record, using the agreed school proforma, within one hour of the disclosure.

10.3 The same approach to receiving a disclosure must be taken if the discloser is not the allegedly abused child but another child or an adult.

10.4 Education is a referrer, not an investigative agency for child protection matters. An incident may eventually end up as a court case and children's evidence can all too easily be compromised by leading questions or repeated recital.

10.5 When the DSL for Child Protection, or in his/her absence, the Deputy DSL for Child Protection, has been informed, he/she will make the decision whether or not to refer the concern to Social Care. The Multi Agency Safeguarding Hub (MASH) will be consulted when there is uncertainty about whether to refer.

**MASH Consultation Line Tel- 0208 921 2267 or contact
LADO/Greenwich Safeguarding Coordinator for Schools on 0208 921 4438.**

10.6 Referrals will be made as soon as possible by telephone and the appropriate forms completed and sent at the same time. Referrals to Children's Social Care must be made to the Multi Agency Safeguarding Hub (MASH) Tel 0208 921 3172 (see contact details below)

**Multi Agency Safeguarding Hub
Children's Services'
Safeguarding and Social Care, 1st Floor
The Woolwich Centre,
Wellington Street,
Woolwich, London
SE18 6HQ**

10.7 Additional referral guidance is provided in Appendix 2

10.8 If you discover that FGM has taken place or a pupil is at risk of FGM

- The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".
- FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.
- Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out below
- Any teacher who discovers that an act of FGM appears to have been carried out on a pupil under 18 must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- The duty above does not apply in cases where a pupil is at risk of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.
- Any other member of staff who discovers that an act of FGM appears to have been carried out on a pupil under 18 must speak to the DSL and follow our local safeguarding procedures.

10.9 Any member of staff who suspects a pupil is at risk of FGM must speak to the DSL and follow our local safeguarding procedures.

10.10 Allegations of abuse made against other pupils including sexual violence

This policy recognises that children are capable of abusing their peers. Staff are aware that any allegations will be investigated appropriately by reporting concerns to the DSL and will never be tolerated or passed off as "banter" or "part of growing up". Any form of inappropriate touching or evidence of 'initiation procedures, sexting (or other inappropriate use of new technology) will be robustly followed up. We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter" or "part of growing up".

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)

Defining sexual violence and sexual harassment between children

- Sexual violence and sexual harassment can occur between 2 children of any age and any sex or through a group of children sexually assaulting or sexually harassing a single child or group of children
- Exist on a continuum and may overlap
- Can occur online and offline (both physical and verbal)
- Are never acceptable
- A child under the age of 13 can never consent to any sexual activity
- The age of consent is 16
- Sexual intercourse without consent is rape
- Rape, assault by penetration and sexual assault are defined in law
- Creating and sharing sexual photos and videos of under-18s is illegal (often referred to as sexting). This includes children making and sharing sexual images and videos of themselves
-

If a pupil makes an allegation of abuse against another pupil including sexual harassment:

- You must tell the DSL and record the allegation, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved - both the victim(s) and the child(ren) against whom the allegation has been made - with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate
- If a child has been harmed, is in immediate danger, or is at risk of harm a referral should be made to children's social care. A social worker should respond to the referrer within one working day to explain what action they will be taking.
- Any rape, assault by penetration, or sexual assault should be reported to the police, as these are crimes. The DSL should lead the school's response and be aware of the local process for referrals to children's social care and making reports to the police.

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different genders - for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensuring pupils know they can talk to staff confidentially
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- It is important that all victims are taken seriously and offered appropriate support

11 Confidentiality

11.1 Safeguarding children raises issues of confidentiality that must be clearly understood by all staff / volunteers in school. All staff/volunteers in school have a responsibility to share relevant information about the protection of children with other professionals.

11.2 If a child discloses to a member of staff/volunteer and asks that the information is kept secret, it is important that the member of staff / volunteer tells the child in a manner appropriate to the child's age / stage of development that they cannot promise complete confidentiality - instead he/she must explain that he/she may need to pass information to other professionals to help keep the child or other children safe.

11.3 Staff / volunteers who receive information about children and their families in the course of their work shall share that information only within appropriate contexts.

12 Communication with Parents

12.1 Parents and carers will be made aware of the school/service policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care. It will be made clear that this is a legal obligation and not a personal decision.

12.2 The Governing Body makes this policy available to parents, carers and children through the school website. A hard copy is also available on request.

13 Record Keeping

13.1 All concern forms/body maps and chronology sheets should be signed and dated. They should together provide an accurate factual account of the concern and action taken by the school.

13.2 The completed forms/records will be kept for the duration of the child's school career and where a child changes school the forms/records will be forwarded to the Link Teacher at the receiving school. The school will retain a receipt for the records signed by the receiving school.

13.3 The information contained will be regarded as confidential. Any request for access to the information by non-Greenwich Safeguarding Children Board Agencies (e.g. Solicitor, investigating agent) will be referred to the Head teacher/Child Protection Designated Safeguarding Lead who is advised to seek legal advice before acting.

13.4 Record keeping at School

- All records of concern and multi-agency involvement should be kept separate from the child's academic records. They must be kept securely with access only for the DSL, Deputy DSL's and Head Teacher.
- The procedures outline above should be followed

14 Dealing with Allegations against School Staff (see also Keeping Children Safe in Education September 2016 part 4 for further details also flowchart below

14.1 An allegation is any information which indicates that a member of staff /volunteer may have:

- Behaved in a way that has, or may have, harmed a child
- Possibly committed a criminal offence against or in relation to a child
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.
- Behaved in a way contrary to the Staff code of conduct

14.2 This applies to any child the member of staff / volunteer has contact within their personal, professional or community life.

14.3 To reduce the risk of allegations, all staff and volunteers must be aware of safer working practice and must be familiar with the Government document, '*Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.*'

14.4 Any allegation should be reported immediately to the DSL or Head Teacher (unless the allegation concerns the Head Teacher see 10.10 below). S/he should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality must not be promised and the person must be advised that the concern will be shared on a „need to know“ basis only.

14.5 Actions to be taken include making an immediate accurate, written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record must be signed and dated.

14.6 The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

14.7 The Head Teacher will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer (LADO) for Education, who is **Ken Palmer (0208 921 4438) or Winsom Collins (0208 921 4472)**

14.8 If the allegation meets any of the four criteria set out in section 14.1 then the Head Teacher shall contact the LADO (Education) without delay, and provide the LADO with written confirmation of the allegation.

14.9 The Head Teacher shall, as soon as possible, **following briefing** from the LADO inform the subject of the allegation.

14.10 If there is an allegation or concerns raised against the Head Teacher, then the Chair of Governors will be contacted. The Chair of Governors for this school is:

Rev Patrick Eggleston peggleston@ymail.com

14.11 In the event of allegations or concerns against the Head Teacher the Chair of Governors (or the Vice Chair) will contact the LADO, whose contact details are given in 14.7 above.

16 Monitoring & Evaluation

The responsibility for ensuring that the Safeguarding/Child Protection Policy and procedures are in place, available to parents and reviewed annually lies with the Governing Body. This policy will be reviewed in line with the timescale and details set out on the front cover.

17 List of related policies/procedures

- Anti-bullying policy (to be reviewed)
- First Aid
- Online safety policy
- Acceptable use agreements
- Behaviour policy
- Equalities policy
- Whistleblowing
- Safer Recruitment in schools
- Induction policy
- Drugs in school
- Staff handbook
- Intimate care policy
- Positive handling/ Physical restraint
- Sex and Relationships Education Policy (SRE)
- Attendance
- Health and Safety

APPENDIX 1: Types and Indicators of Abuse (to be read in conjunction with Keeping Children Safe in Education Part 1)

NB. This guidance is provided as a useful reminder of the types and indicators of abuse but should always be considered within the context of a comprehensive training programme and not as a substitute for more in depth consideration

There are four categories of abuse, which may result in a child being placed on the Child Protection Register. They are:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

Definitions of child abuse

'Child Abuse and neglect' is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm or through the failure to act to prevent harm. Abuse can occur in a family, an institutional or community setting. The perpetrator may be known or not known to the child. There are 4 broad categories of abuse which are used for the purposes of registration. These categories overlap and an abused child may suffer more than one type of abuse.

1. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child (now described as 'fabricated or induced illness').

Possible indicators of Physical Abuse: Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused:

- Unexplained injuries including burns, particularly if they are recurrent
- Improbably excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which seems excessive
- Bald patches
- Withdrawal from physical contact
- Arms and legs covered, even in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away

2. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. 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.
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- 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.
- seeing or hearing the ill-treatment of another (including witnessing domestic violence)
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Possible indicators of Emotional Abuse - Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused:

- Physical and/or mental and/or emotional development lags
- Admission of punishment that appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour e.g. thumb sucking, hair twisting, rocking
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Compulsive stealing or scavenging

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Possible indicators of Sexual Abuse - Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused:

- Sudden changes in behaviour or in school performance
- Displays of affection in a sexual way, inappropriate to age
- Tendency to cling or need reassurance
- Regression to younger behaviour e.g. thumb sucking, acting like a baby, playing with discarded toys
- Complaints of genital itching or pain, or anal pain

- Distrust of a familiar adult, or anxiety about being left with a relative, babysitter or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Bedwetting, daytime wetting and/or soiling
- Sleep disturbances, nightmares
- Chronic illness, e.g. throat infection, venereal disease or other STD * Anorexia, bulimia
- Unexplained pregnancy
- Fear of undressing, e.g. for sport
- Phobias or panic attacks

5. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, 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.

Possible indicators of Neglect - Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

Additional information on aspects of safeguarding/abuse

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.

FGM mandatory reporting duty

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should 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. Mandatory reporting of female genital mutilation procedural information can be found at:

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

Possible indicators of Female genital mutilation (FGM)

- Holiday requests made to school for significant lengths of time (Pre warning)
- Long periods of time away from the classroom during the day with bladder or menstrual problems
- Avoidance of P.E.
- Difficulty walking, sitting or standing
- Prolonged absences from school
- Noticeable behaviour changes
- Withdrawal
- Depression
- Recurrent Urinary Tract Infections (UTI) or complaints of abdominal pain

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: fmfu@fco.gov.uk. See also Royal Borough of Greenwich Safeguarding Children Board website:

www.greenwichsafeguardingchildren.org.uk

Child Sexual Exploitation (CSE)

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. The manipulation or '**grooming**' process involves befriending children, gaining their trust, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited.

Possible indicators of CSE Child Sexual Exploitation (CSE)

- Inappropriate sexual or sexualised behaviour
- Repeat sexually transmitted infections
- Having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- Going to hotels or other unusual locations to meet friends
- Getting in/out of different cars driven by unknown adults
- Going missing from home or care
- Having older boyfriends or girlfriends
- Associating with other young people involved in sexual exploitation
- Truancy, exclusion, disengagement with school, opting out of education
- altogether
- Unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- Drug or alcohol misuse
- Getting involved in crime
- Injuries from physical assault, positive handling (physical restraint), sexual assault

Children missing from Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect. The law requires all schools to have an admission register and with the exception of schools where pupils are boarders, an attendance register. All pupils must be placed on both registers.

Children are considered to be missing education if they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she know his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The school must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

Private fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a **private arrangement made between a parent and a carer**, for 28 days or more. Close relatives are defined as stepparents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity). To help keep children safe and support families, all parents and private foster carers must **notify MASH** of care arrangements for children so they can ensure a child is well cared for. If you suspect a child may be being privately fostered without formal arrangement it is important you share this information in case a child is at risk of harm.

Extremist ideology, radicalisation and terrorism

Children and young people can suffer harm when exposed to an extremist ideology which may be social, political or religious in presentation. This harm can range from a child adopting or complying with extreme views which limits their social interaction and full engagement with their education, to children being groomed for involvement in violent actions.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

PREVENT - Section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), places a duty on schools to have due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. Paragraphs 57-76 of the Revised Prevent duty guidance: for England and Wales is specifically concerned with schools (but also cover childcare)

The statutory "Revised Prevent duty guidance: for England and Wales" (for schools) summarises the requirements on schools in terms of four general themes:

- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies. It is not necessary for schools to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board. 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.

- 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. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately.

APPENDIX 2: Record Keeping and Referral Guidance

It is essential that school keeps clear records based on observation and evidence, which separate fact, allegation, hearsay, opinion or unsubstantiated evidence and which clearly indicate decisions and actions taken.

Child protection information will be kept in separate files by the designated teacher and will only be discussed with staff on a need to know basis. Staff need to know when a child is at risk and what plan has been decided by case conference, but may not need to know all the confidential details.

All records, notes and observations made by class staff as part of ongoing monitoring of children on the child protection register or causing concern, must be completed on the appropriate incident/concern form and immediately handed to the DSL.

All child protection conference minutes must be stored in the confidential files kept by the Designated Safeguarding Lead.

Initial Concerns

Initial concerns, incidents or disclosure by a child must be reported to the DSL using the incident/concern form. A copy of the form and body map in Appendix 3 should be used to record injuries/marks/bruises.

The following information must be recorded:

- time, date, place and people who were present
- exact details of what was said by the child and/or others (no interpretation or opinion)
- the child's emotional or physical condition
- details of the behaviour(s) causing concern and the context in which it occurred

Details of injuries, marks or bruises - the position of these must be marked on the appropriate body drawing and suitably annotated to provide further detail (number, length of marks, description of marks, colour of marks/bruises etc.). Other relevant details - including information about previous incidents which may not have been reported but now seem relevant

Ongoing Concerns/Monitoring

- A chronology should be maintained
-
- Staff in regular contact with a child may be required to keep a running record noting information about particular aspects of a child's behaviour, physical and/or emotional condition or remarks they may make - either because concerns are ongoing or as part of a child protection plan. These need to be written on yellow incident sheets and handed to the DSL. Any records passed to the DSL electronically must be password protected.

Referrals

The DSL must keep detailed, contemporaneous notes of:

- discussions with staff
- discussions with the child
- discussion with parents
- information provided to social services
- decisions taken (with times, dates and signed)

The designated teacher will confirm verbal and telephone referrals to social services in writing within 48 hours of the referral.

Reports for Child Protection Conferences/Core Group Meetings

Reports for child protection conferences must be written on the agreed pro-forma. They should focus on the child's educational progress and achievements, attendance, behaviour, participation, relationships with other children and staff and, where appropriate, their appearance and concerns.

They should provide clear factual information. Staff should be aware that these reports will be made available to parents at the child protection conference.

At Bishop John Robinson, safeguarding concerns are stored and logged in two ways:

1. The physical paper copy of the safeguarding concern sheet is placed in the child's class Safeguarding Concerns Folder. These folders are kept in a locked cupboard in the Head Teacher's Office
2. A log of the safeguarding concern is held electronically and can only be accessed by SLT. This log is in spreadsheet form to allow for quick reference to the child, family or class.

Appendix 3: Bishop John Robinson Safeguarding Concern Form

Please complete this form if you have a safeguarding concern about a child in school. Fill in your concern then return it **personally** to the school's Designated Safeguarding Lead (DSL) - **Ken Maslin** or **Jo Richardson** - **Deputy Designated Safeguarding lead (DDSL)** in a sealed envelope to decide upon action. **This should happen within one hour of the initial concern or disclosure.** Where possible, please do not leave concerns on desks as things can get lost. Also, please follow up the concern with a question to the DSL if you are worried.

Child's Name				Class	
Name of person completing the form				Date	
Potential nature of the concern (Please tick)	Neglect	Physical abuse	Emotional abuse	Sexual abuse	Other
Form passed to Designated Safeguarding Lead	Date		Time		
Concern (Please describe as fully as possible and deliver to the DSL or DDSL within one hour of the concern)					
Actions taken by DSL or DDSL					
<input type="checkbox"/> Logged on CP Spreadsheet <input type="checkbox"/> Phoned Consultation Line <input type="checkbox"/> Referral made					

Body Map

Signs and symptoms of physical injury can be indicators of abuse, however there may be other reasons they are not fail safe mechanisms.

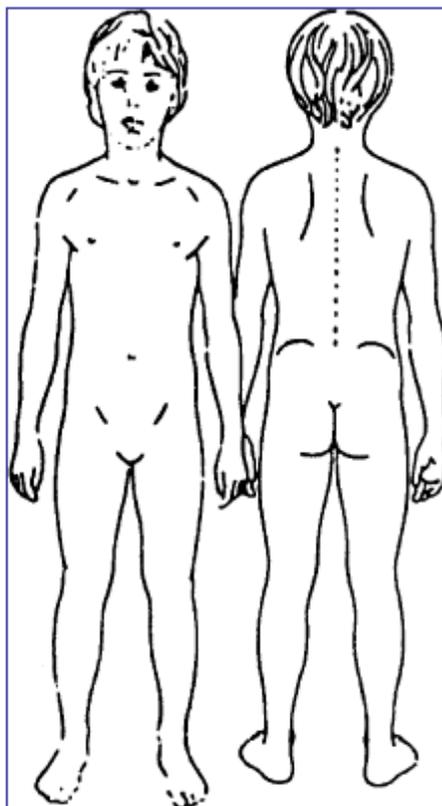
Please draw on the diagram to show where any injuries were noticed.



**Common Sites for
Non-accidental injury**

Common Sites for Accidental injuries

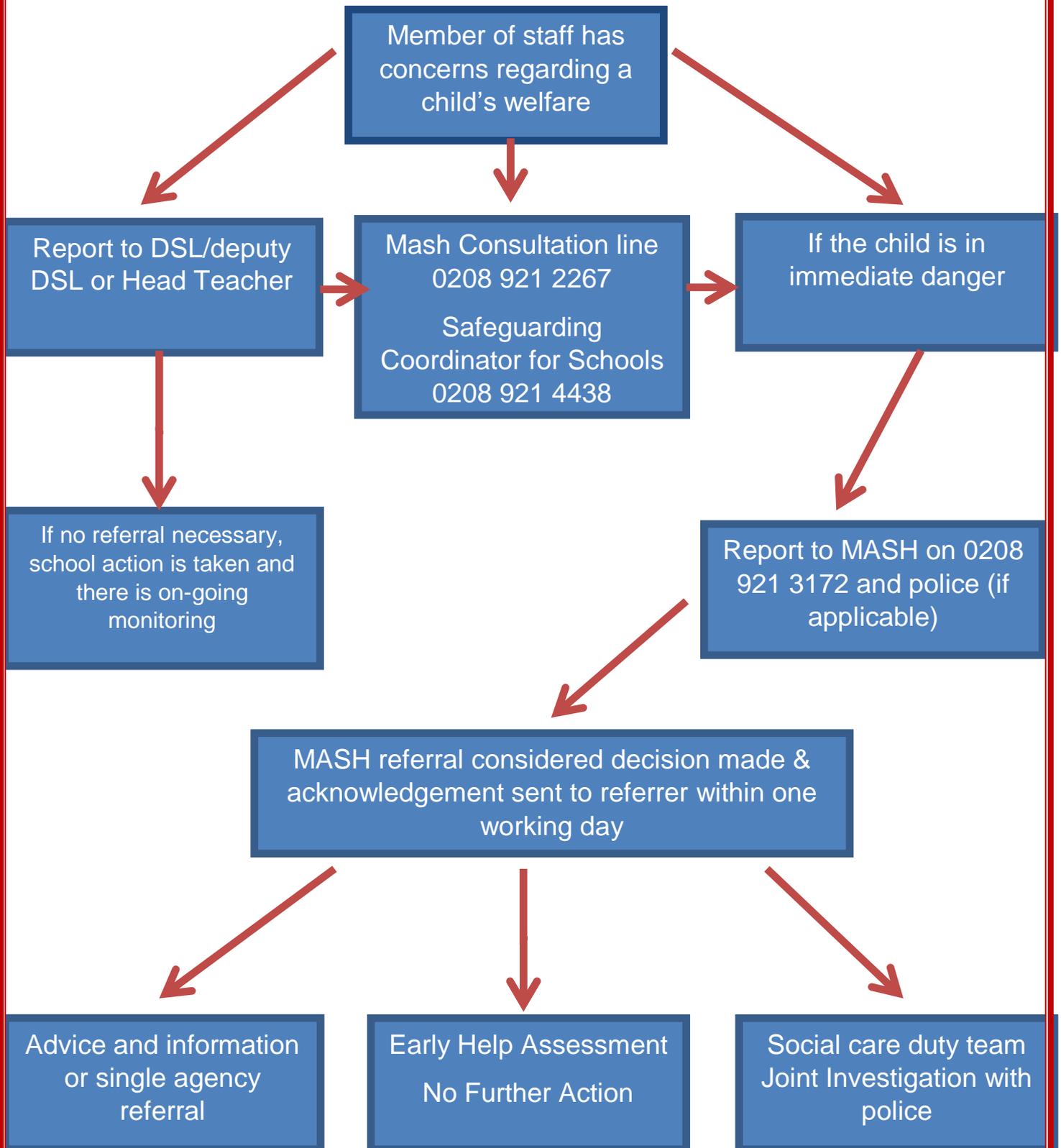
Eyes
Ears
Cheeks
Mouth
Shoulder
Stomach
Chest
Upper Arms
Inner arms
Genitals
Front thighs
Buttocks
Back of thighs



Forehead
Crown
Bony spinal protuberances
Elbows
Iliac crest
Knees
Shins

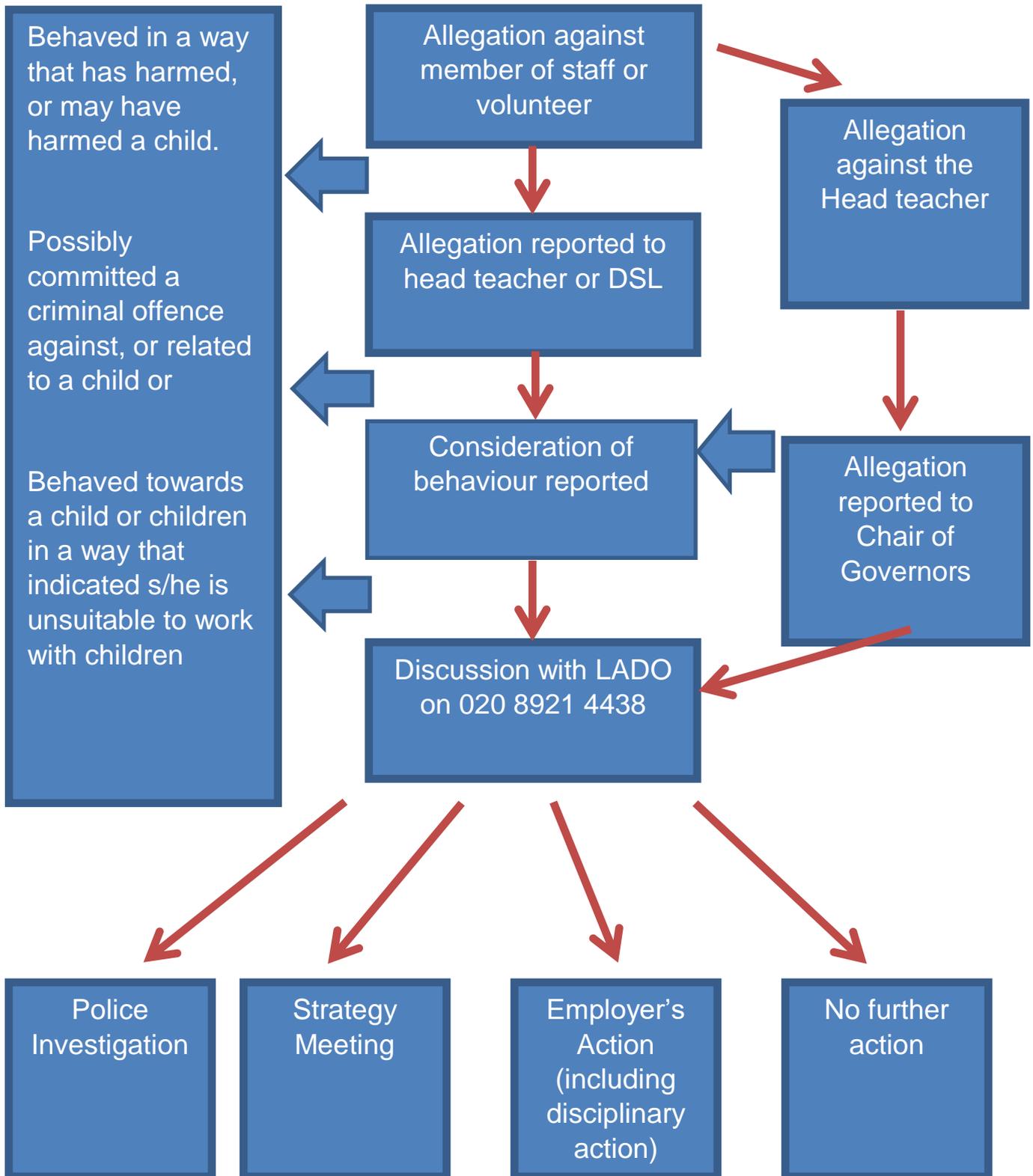
Appendix 4: Reporting concerns about a child

Flow Chart for Reporting Concerns



Appendix 4 Reporting allegations against school staff/volunteers

Managing Allegations against Staff and Volunteers



APPENDIX 5: References to key documents including Keeping Children Safe in Education part 1 and Annex A (for all staff).

All staff must read and be assisted to understand and discharge their roles and responsibilities set out in **Part one** of Keeping Children Safe in Education. Additionally Annex A provides further information which also should be read by school staff and governors.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf

Other useful documents include:

Guidance for safer working practice for those working with children and young people in education settings September 2015

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Ofsted: Inspecting safeguarding in early years education and skills from September 2015.

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>



INTER-AGENCY REFERRAL FORM

1. CONSENT (Please note that consent should be sought from the parent/carer unless obtaining this consent will place the child at further risk of significant harm – obtaining consent should not delay a referral being made)

Has consent been sought from PARENTS/CARERS before making this referral?	No <input type="radio"/>	Yes <input type="radio"/>
If consent has not been obtained, please give reason.		

2. DETAILS OF PRACTITIONER MAKING THIS REFERRAL

Name of Referrer:		Job title:	
Agency:		Address:	
Tel/Mobile:		Email:	
Date:		Details of Social Worker taking referral	

3. CHILD/YOUNG PERSON DETAILS

Last Name	First Name	DOB/EDD	Age	M/F	Ethnicity *	Preferred Language

Address(es):			
Tel/ Mobile:		Email:	

4. CHILD/YOUNG PERSON'S MAIN CARERS

Carer Last Name	Carer First Name	DOB	M/F	Ethnicity	Relationship to child	Parental Responsibility

Give carer address(es) here if different from the child's:			
Tel/Mobile:		Email:	

5. OTHER HOUSEHOLD MEMBERS or SIGNIFICANT PEOPLE IN THE CHILD/YOUNG PERSON'S LIFE (where known)

Last Name	First Name	DOB/EDD	Age	M/F	Ethnicity	Relationship to child

Are there any communication/ interpreting needs for the child and/or family?

--

Does the child and/or family have a disability or special needs?

--

6. REASON FOR REFERRAL

Framework for Assessment



<p>Why are you contacting us / What are you worried about?</p>	
<p>Risks</p>	<p>Please tell us your opinion of the level of risk to the child and detail explicitly your reasoning for this. <i>[to tick boxes double click on box and select checked]</i></p> <p><input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High</p>
<p>What type of harm the child is suffering or likely to be suffering and any known history of harm.</p>	
<p>If any disclosures made include who by and when</p>	
<p>Parents' capacity to meet child's needs adequately</p>	

How in your opinion this impacts on the child's health and/or development / analysis of risk.	
---	--

7. HAS THERE BEEN PREVIOUS STATUTORY OR SPECIALIST INVOLVEMENT?
 [to tick boxes double click on box and select checked]

Children's Social Care	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Child and Adolescent Mental Health Service CAMHS	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Special Educational Needs or Disability	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Borough School Attendance Service / Education Welfare Service	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Specialist Health	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Adult Services – (Mental Health /Drug or Alcohol Abuse /Disability /DV / Housing)	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Youth Justice Service	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Police/Probation/	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
New to Borough	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Other	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>

8. HAS AN EARLY HELP ASSESSMENT e.g. COMMON ASSESSMENT FRAMEWORK (CAF) BEEN COMPLETED?	No	<input type="radio"/>	Yes	<input type="radio"/>	If yes, please attach (if available)
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9. OTHER PROFESSIONALS INVOLVED (TO INCLUDE GP AND SCHOOL DETAILS)

Name / Title	Team/Agency [school / GP/ HV etc]	Unique Pupil No.	Address	Telephone/Mobile / Email

COPY THIS FORM SECURELY TO MASH –EMAIL/FAX OPTIONS AS FOLLOWS:

Before contacting the Multi Agency Safeguarding Hub (MASH) you need to consider whether the child or young person's needs can be met by services from within your own agency, or by other professionals already involved with the family (refer to the Royal Greenwich Preventions Directory). If you are not sure about the needs of the child or whether you should make a referral you can discuss with your Safeguarding Lead and if you are still not sure you can call the MASH Consultation Line on 020 8921 2267 to discuss the case with professionals in the MASH.

We know that it is sometimes difficult to decide the appropriate point of intervention. To help you to determine levels of need when making your own assessment, please refer to the threshold document.

If you are making a referral please contact:

Tel: 020 8921 3172 **Fax:** 020 8921 3180

Email: MASH-referrals@royalgreenwich.gov.uk

Royal Borough of Greenwich MASH, 1st Floor The Woolwich Centre, 35 Wellington Street, London SE18 6HQ

OUT OF HOURS: TEL CONTACT: 020 8854 8888

Appendix 7: Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies in school: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, equipment and systems.

Bishop John Robinson CofE Primary School regularly reviews and updates all AUA documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, or any Local Authority (LA) system I have access to.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business. This is currently *LGfL StaffMail*
- I will only use the approved *LGfL Staff Mail, online cloud storage service - FRONTER and school approved communication systems including TWITTER, GOOGLE CLASSROOM, and CLASS DOJO* with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- **I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the head teacher**
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.

- I will ensure that any USB device I use in school is Encrypted
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils. I will not store any such images or videos at home or on any personal devices.
- I will follow the school's policy on use of mobile phones (see below) .*Private calls/texts/messages or other communication must be made when away from children.*
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on: Fronter, The school's shared drive, Google Classroom, the school Twitter account, the school website
- I will only I take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the *LGfL system* and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert *the Bishop John Robinson's* Child Protection lead / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to *the head teacher*
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to *the Head teacher* on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.

Staff use of personal devices

- Staff handheld devices, including mobile phones and personal cameras must be noted in school - name, make & model, serial number. Any permitted images or files taken in school must be downloaded from the device and deleted in school before the end of the day.
- Staff are not permitted to use their own mobile phones or devices in a professional capacity, such as for contacting children, young people or their families within or outside of the setting. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes and then report the incident with the Headteacher / Designated Officer.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity, then it will only take place when approved by the senior leadership team.
- **Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.**
- Classes will be provided with a Teachers' Ipad to be used for a number of purposes including:
 - Recording Class Dojo points
 - Taking photos of activities for education purposes such as; evidence, sharing on the School Twitter account or School Website
- If a member of staff breaches the school policy then disciplinary action may be taken.

Digital images and video

In this school:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school (or annually).;
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils;
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term, high profile use
- The school blocks/filter access to social networking sites unless there is a specific approved educational purpose;
- **Photos of children should not be shared across social media (eg WhatsApp)**

Appendix 8: Online Safety Policy

This is a separate policy and can be downloaded from the School Website [here](#) but should be viewed as an appendix to this policy