

Each day, discovery.



ELTHAM COLLEGE

**7a Safeguarding Policy (including  
Child Protection)**

**Last reviewed: February 2018**



## Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	Designated Safeguarding Lead	August 2016	Streamlining of information. Revised to account changes to KSCIE September 2016. Formatting changes.
Annual Review	Ann Massey Designated Safeguarding Lead	August 2017	Formatting changes, addition of mechanisms to train staff, updating of contact details
	Ann Massey	February 2018	Removal of conditional tenses and paragraph references to KCSIE 2016 added

## Other Related Documents

- Keeping Children Safe in Education (KSCIE) (September 2016);
- Online Bullying and Online Safety Policy;
- Staff Code of Conduct;
- Anti-Bullying Strategy.



## 1 Introduction

This policy has been drawn up in accordance with advice from and reference to Bromley Safeguarding Children Board (BSCB) and the London Safeguarding Children Board. It complies with Independent School Standards Regulations (ISSRs, 2014); Keeping Children Safe in Education (KCSIE, 2016); Working Together to Safeguard Children (2015), Prevent Duty Guidance for England and Wales (2015) and Safeguarding children and young people (Charity Commission Policy Paper 2014).

Safeguarding is defined as the action that is taken to promote the welfare of children under our care and enable the best outcomes. This includes protecting children from abuse and maltreatment, preventing impairment of health and development, and ensuring children grow up with the provision of safe and effective care. Eltham College gives primacy to its safeguarding responsibilities and works to create an environment where students, parents and staff feel able to raise concerns and staff feel supported in their safeguarding role. We do this by promoting the welfare, health (including mental health) and safety of our students and operating a child-centred approach: all actions take into account what is in the best interest of the child. This includes upholding processes which seek to ensure the suitability of our staff (as outlined in our safer recruitment policy), regular training for all staff, and clear protocols for action, as set out below.

## 2 Responsibilities

**Designated Safeguarding Lead (DSL):** Ann Massey (Deputy Head) amm@eltham-college.org.uk 07919664111

**Deputy Designated Safeguarding Lead:** Mr James Willatt (Assistant Head, Co-Curricular) jaw@eltham-college.org.uk 07743799800

**Deputy Designated Safeguarding Lead:** Mr Freddie Meier (Assistant Head, Lower School) kfm@eltham-college.org.uk 07717 056755

**Junior School Designated Safeguarding Lead:** Mrs Vikki Meier (Deputy Head) vgm@eltham-college.org.uk 07979 182 190

**Junior School Deputy Designated Safeguarding Lead:** Mrs Nicki Devon (Director of Studies) nrd@eltham-college.org.uk

Safeguarding and promoting the welfare of children is everyone's responsibility. The school trains all staff, regardless of their role, to be vigilant and watchful for, and aware of the signs of abuse and neglect. All staff are expected to abide by the School's Code of Conduct, are alert to changes in children's behaviour and discuss any concerns with the DSL or Deputy DSL immediately. All staff have a right to refer their concerns to social services or the police as outlined in this policy.

The DSL is the first point of contact for external agencies pursuing Child Protection investigations and she co-ordinates the School's representation at conferences and Team Around the Child/Family (TAC/TAF) meetings. Where referrals are not made by the DSL, the DSL will be informed of the referral as soon as possible.



The School Governor with responsibility for safeguarding is Mrs Rosemary Morgan. She can be contacted through the Clerk to Governors, David Hammond: [dph@eltham-college.org.uk](mailto:dph@eltham-college.org.uk)

Bromley Multi-Agency Safeguarding Hub (MASH) can be contacted on 020 8461 7309 /7373/ 7379/7026 during office hours. The out of hours' emergency contact number for Bromley is 0300 303 8671.

### 3 Recognising Signs and Forms of 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. Staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label.

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 or an institutional or community setting.

The perpetrator may or may not be known to the child. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (e.g. via the internet). Working Together to Safeguard Children and KCSIE set out definitions and examples of the four broad categories of abuse. All staff are trained to recognise the forms and signs of abuse. These include:

Type of abuse	Risk indicators
<p><b>Physical abuse</b></p> <p>Physical abuse, as defined in KCSIE, 2016, Part 1, paragraph 37 may take many forms e.g. 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 of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.</p>	<p>NB these are not proof that abuse has taken place, but are potential signs of abuse</p> <ul style="list-style-type: none"> <li>• Bruising that cannot be accounted for by participated in games, play or as a result of a child's normal activity;</li> <li>• Finger/teeth marks;</li> <li>• Burns and scalds with clear outlines, or of uniform depth over a large area, small round burns or splash marks above a main scald;</li> <li>• Spiral, chip or rib fractures or multiple fractures;</li> <li>• Multiple injuries;</li> <li>• Aggression;</li> <li>• Usual behaviour, obsessive;</li> <li>• Jumpy, easily startled;</li> <li>• Regularly saying they feel unwell;</li> <li>• Vague or changing explanations for injuries; accounts that are not compatible with the injury;</li> <li>• Delay in seeking treatment or failure to attend medical appointments.</li> </ul>



## Emotional abuse

Emotional abuse, as defined in KCSIE, 2016 Part 1, paragraph 38, is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing developmentally inappropriate expectations;
- Causing children to feel frightened or in danger - e.g. witnessing domestic violence;
- Exploitation or corruption of children.
- Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

- Development delay, either physically, emotionally or intellectually;
- Over-acting to mistakes;
- Sudden speech disorder;
- Fear of new situations;
- Lack of concentration;
- Wild imagination;
- Inappropriate emotional responses to stressful situations;
- 'Neurotic' behaviour such as rocking and hair twisting;
- Extremes of passivity or aggression;
- Drug or alcohol or solvent abuse;
- Eating disorders/self-harm;
- Compulsive stealing;
- Fear of parents being contacted;
- Suicidal thoughts;
- Stomach/headache;
- Seeking attention;
- Bullying;
- Truancy;
- Blaming themselves for family problems;
- Loner/withdrawn;
- No affection;
- Inability to form relationships or avoiding doing things with other children;
- Depression or anxiety;
- Disparity between attainment and inability;
- Behaving much younger than their age or behaving like an adult;
- Believing they are bad, evil or possessed.



## Sexual abuse

Sexual abuse, as defined in KCSIE, 2016, Part 1, paragraph 39 involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This includes penetrative (for example rape or oral sex) and non-penetrative acts (such as masturbation, kissing or rubbing)

It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

- Sexually precocious behaviour or promiscuity;
- Sexualised drawings, writing, play;
- Sudden poor performance at school or regression;
- Poor concentration;
- Use of drugs and/alcohol;
- Poor self-esteem. Self-image;
- Stomach/headache;
- Suicidal or self-harm;
- Confusion of affection with sexual behaviour;
- Sexual abuse/sexual bullying of other children;
- Eating disorders or sleep disturbance;
- Being withdrawn or depressed;
- Fear of new situations;
- Unexplained sums of money or gifts;
- Associating with unknown adults or other sexually exploited children;
- Reduction in interaction with family and friends;
- Older boyfriend/girlfriend;
- Using sexual language that is beyond expected knowledge for age;
- Obsessed with sexual matters;
- Fearful of undressing;
- Failure to attend school;
- Going missing from home or regularly coming home late.



<p><b>Neglect</b></p> <p>Neglect, as defined in KCSIE, 2016, Part 1 paragraph 40 involves 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 and development.</p> <p>This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child’s basic emotional needs.</p>	<ul style="list-style-type: none"><li>• Hunger/tired/underweight and small for chronological age;</li><li>• Delays in language and communication;</li><li>• Cold, mottled skin;</li><li>• Dirty/smelly/unkept/dry sparse hair;</li><li>• Inappropriate footwear/clothes;</li><li>• Swollen limbs with sores which are slow to heal;</li><li>• Untreated medical problems;</li><li>• Stealing, scrounging or scavenging – food, money, clothing;</li><li>• Diarrhoea caused by tension, poor diet, poor hygiene;</li><li>• Unresponsive or indiscriminate in relationships with adults;</li><li>• Lack of parental involvement;</li><li>• Maintaining a frozen position for unnaturally long time;</li><li>• Destructive tendencies;</li><li>• Late to school/ attendance issues;</li><li>• Depressed/ anxious /low self-esteem;</li><li>• Attention seeking/withdrawn;</li><li>• No peer relationship/ lonely;</li><li>• Running away.</li></ul>
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The School recognises that it plays a significant part in the prevention of harm by providing students with clear lines of communication with trusted adults. To this end details of individuals that students and staff can contact are signposted across the school. The School also has due regard to other recommendations in KCSIE, in particular:

### **Children with SEN or Disabilities**

Additional barriers can exist when recognising abuse and neglect in this group of children. This can include: (a) assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration; (b) children with SEN and disabilities can be disproportionately impacted by things like bullying - without outwardly showing any signs; and (c) communication barriers and difficulties in overcoming these barriers.

### **Child Missing from Education**

A child going missing from education is a potential indicator of abuse or neglect. Staff will alert the Deputy Head immediately if a child is missing. In the absence of the Deputy Head, the Head of Section will be contacted and in the absence of both, the Nurse will be alerted and school procedures will be followed. All students are added to the admissions register on the entry into the school and registered twice daily (8:35am and 2:00pm). The Registrar’s office will notify the relevant local authority of any student (of the compulsory school age) who leaves the school.



## Child Sexual Exploitation

Staff are aware of the key indicators of children being sexually exploited. These can include:

- Going missing for periods of time or regularly coming home late;
- Regularly missing school or education or not taking part in education;
- Appearing with unexplained gifts or new possessions;
- Associating with other young people involved in exploitation;
- Having an older boyfriend/girlfriend;
- Suffering from sexually transmitted infections;
- Mood swings or changes in emotional wellbeing;
- Drug and alcohol misuse; and
- Displaying inappropriate sexualised behaviour.

Staff are aware that many children and young people who are victims of sexual exploitation do not recognise themselves as such.

## Female Genital Mutilation (FGM) and Honour Based Violence

Information and advice can be found at: <http://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

FGM is illegal in the UK and is a form of violence against women and girls. Staff are alert to the possibility of a girl or woman being at risk of FGM, or having already undergone FGM. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators presents this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. There is a ***mandatory reporting duty for teachers to report to the police cases where they discover that an act of FGM appears to have been carried out on a girl under 18.***

Forced marriage is illegal and will be reported to the police.

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. All forms of HBV are abuse and will be handled and escalated as such.

If staff have a concern they will (in discussion with the DSL) instigate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. More detail can be found in the document Mandatory Reporting of Female Genital Mutilation – procedural information:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573782/FGM\\_Mandatory\\_Reporting\\_-\\_procedural\\_information\\_nov16\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf)

## The Prevent Duty

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

***'Extremism'*** is defined as vocal or active opposition of fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremist, calls for the death of members of our armed forces, whether in this country or overseas.





All staff are trained to understand their duty under Prevent to be aware of the risk of children being drawn into terrorism, and to challenge extremist ideas. Staff are watchful for any student showing signs of radicalisation or extremism including:

- Changes in behaviour;
- Possessions of extremist material;
- Expression of extremist views;
- Unhealthy level of fixation or obsession with religious or political views/issues;
- Socialising with people known to have extremist views.

Staff who notice these signs or have any related concerns will inform the DSL. This is in keeping with professional responsibility for the child's welfare and legal requirements set out in the Counter-Terrorism & Security Act 2015. The Designated Safeguarding Lead will share concerns with the local Prevent team, who will support the school, either by escalating the matter or providing guidance. This may include making a referral to the Channel programme, where the student's engagement is entirely voluntary at all stages.

When accessing the internet at school appropriate filters are in place to keep children safe from terrorist and extremist material. The School actively promotes British values through its Well-being programme, form time discussions and assemblies.

The DfE has a dedicated telephone helpline and mailbox for non-emergency advice for staff and governors: 020 7340 7264 and email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)

#### **4 Procedure for Staff Dealing with Concerns about Children**

All staff are alert to identifying children who would benefit from early help. Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help can also prevent further problems arising, for example, if it is provided as part of a support plan where a child **has returned home to their family from care.**

All staff are 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 problems and domestic violence;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect.

#### **Peer on peer abuse**

The School has a strong commitment to an Anti-bullying Policy and will consider all coercive acts and peer on peer abuse from a safeguarding perspective. All staff should be alert to the risk of peer on peer abuse and understand their role in preventing, identifying and responding to it. It can take many forms including, but not limited to physical abuse, verbal abuse (the School recognises that 'banter' is unacceptable and treats this as a form of bullying), online bullying, relationship abuse, domestic violence, and child sexual exploitation. Such abuse rarely operates in isolation and can be indicators of



other safeguarding issues. Staff will discuss all concerns with the DSL. In the event of a disclosure about peer on peer abuse, all children involved, whether perpetrator or victim, are treated as being 'at risk'.

### **Online safety and sexting**

All staff are aware of the risks posed by technology and the School adopts a holistic approach to educating students about the potential dangers of the internet and balancing this with the benefits it can offer. This is read in conjunction with the Behaviour Policy, the Online bullying and Online Safety Policy. Clear procedures are in place for dealing with cases of sexting and students are taught that this is unacceptable in their form time discussions, Well Being programme and in assemblies.

### **Action if Concern is Raised about a Child**

If a member of staff has any concerns about a child s/he will discuss these with the DSL or Deputy DSL. The DSL (or Deputy if appropriate) will decide on the relevant course of action. The DSL will apply the principles outlined in the Bromley Safeguarding Children's Board (BSCB) Continuum of Need model in deciding whether to make a referral to social services. If the child in question resides in a neighbouring borough, the appropriate LSCB threshold documentation will be consulted and the DSL will use this to inform her judgement. Where there is any doubt or disagreement, advice will be sought from the MASH (Multi Agency Safeguarding Hub).

If it is considered appropriate to offer early help to the child and his/her family, or if the child is considered to be a Child in Need, the School will work in conjunction with Bromley Children's Project (or local borough alternative) to support the child and family, including contributing to the CAF assessment, enabling access to the school counsellor and any other reasonable supportive measure.

The actions taken by the DSL and any discussions undertaken at each step of this process will be recorded. The situation will be kept under close review as it is recognised that a child's needs are not static.

## **5 Action if the Child is a Child in Need, who has Suffered, or is at Risk of Significant Harm, or a Child who is in Immediate Danger**

**If a child is considered to be in immediate danger or is at risk of harm, this is a matter of child protection. The member of staff who identifies this risk should report it to the DSL and the DSL will make a referral to Children's Social Care and/ or the police within 24 hours.**

There is a duty on all staff to persist with referrals directly to children's social care if they feel that appropriate action is not being taken. However, all staff are expected to raise concerns with the DSL in the first instance and inform her if they make a referral directly. If confronted with a possible case of abuse that a child has chosen to disclose to a member of staff, all staff will listen and be supportive. They will refrain from asking leading questions and will write up the details of the disclosure verbatim as far as possible. These notes are signed and dated and given to the DSL. All staff are issued with a credit card sized reminder of what to do if a child discloses information to them (see Appendix B).

There is no requirement for parental consent for a referral to LSCB if a child is considered to be at risk of significant harm.



## 6 Procedure for Dealing with Concerns or Allegations against Adults

All staff are required to be vigilant and communicate any concerns they have about any adult's suitability to work with children.

When handling allegations, the School will always follow Part 4 of KCSIE and guidance from the LSCB: [http://www.londoncp.co.uk/files/part\\_a\\_chapter\\_7\\_alleg.pdf](http://www.londoncp.co.uk/files/part_a_chapter_7_alleg.pdf)

Responsibility for appropriate action lies with the Headmaster. This procedure would be used in all cases in which it is alleged that a teacher or other member of staff or volunteer has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

If an allegation of child abuse is made against **a member of staff or a volunteer**, the matter must be reported to the Headmaster immediately, who will inform the Local Authority Designated Officer (LADO) at the earliest stage and within one working day. The Headmaster will usually discuss the allegation with the DSL, unless the allegation is against the DSL.

Should historical allegations of child abuse be made against **a teacher who is no longer teaching**, the School will, in accordance with KCSIE, report the matter to the police.

Similarly, allegations against **a teacher who is no longer working at the School** will also be referred to the police. All allegations of historical abuse should be referred to the Headmaster or Designated Safeguarding Lead straight away.

If the allegation is against **the Headmaster** the member of staff must inform the Chairman of Governors directly, or in his absence, the LADO. The Headmaster should not be informed at this stage. The Chair of Governors, Stephen Wells can be contacted via the Clerk to Governors.

Staff can refer concerns directly to the Local Authority without having discussed them with the DSL, but should take the earliest opportunity to brief the DSL on the situation, in order to ensure clarity of communication channels for the Local Authority Designated Officer (LADO).

If an allegation is made against a member of school staff, the quick resolution of that allegation will be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays will be eradicated. The School will not undertake their own investigation of allegations without prior consultation with the LADO, or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with the LADO will be held informally and without naming the school or individual.

The Headmaster will consider to what extent the Disciplinary Policy and Procedure should be invoked with special regard to the section on suspension. The Chairman of Governors will be informed at this stage.

If the Social Services involve the Police, and they decide to take the matter further, then the member of staff should be suspended immediately, or where circumstances warrant it, dismissed. Suspension should also be considered if there is cause to suspect a child is at risk of significant harm or the allegation is so serious that it might be grounds for dismissal.

If the LADO has advised that the matter should be dealt with by the school, then the school disciplinary procedures should be followed.



During the process parents/carers of a child/ren involved will be:

- Informed of the allegation (providing this does not impede the enquiry, disciplinary or investigative processes);
- Kept informed of progress;
- Told of the outcome where there is no criminal prosecution.

Children and their parents/carers will be:

- Helped to understand processes;
- Told the result of enquiry/disciplinary process;
- Helped where necessary to understand outcomes.

The accused person will be:

- Treated fairly and honestly;
- Kept informed of progress;
- Given appropriate support during the case;
- Kept informed about workplace developments if suspended;
- Advised to contact the union or professional association at the outset.

Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated/considered.

If there is to be no criminal investigation/prosecution, then the school will consider what further action is required. This may involve formal disciplinary action in line with the school's procedures.

Disciplinary action may result in options ranging from no further action to summary dismissal or not using the person's services in future.

If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, the LADO will discuss with the employer whether a referral to the DfE's barred list is required and also whether a referral to a professional body is required. (See below)

If the allegations prove to be unfounded the matter will be referred to Children's Social Care (CSC). If there is concern that the allegation may have been deliberately invented, or malicious, the police will be informed.

Every effort will be made to reach a conclusion in all cases and settlement agreements must not be used i.e. where a person agrees to resign with no disciplinary action and an agreed future reference. Accurate and detailed records should be kept. A comprehensive summary of the allegations, follow up and resolution, decisions reached and actions taken will be kept on the individual's confidential file and given to the individual. It will be kept until the person reaches normal retirement age or for 10 years if longer.

It is the responsibility of the school to inform parents of other students at the school; this information should be kept to a minimum. The anonymity of the student should be maintained at all times.

If a member of staff is dismissed or resigns because he or she is considered unsuitable to work with children, this will be reported to the DBS (Disclosure and Barring Service) and NCTL (National College for Teaching and Leadership) within one month of any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children leaving the school. Information and forms for referrals to DBS may be found at



<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>. Information about referrals to NCTL can be found at <https://www.gov.uk/government/publications/teacher-misconduct-referral-form>.

## Whistleblowing

If, having reported an incident and having discussed it with the Designated Safeguarding Lead and the Headmaster, a member of staff feels that inappropriate or insufficient action has been taken in this case, the LADO will be informed immediately. There are also clear guidelines in the Staff Handbook about procedures for Whistleblowing and a separate Whistleblowing Policy, which staff should refer to if appropriate.

## Staff Recruitment

Eltham College operates safe recruitment procedures, including enhanced DBS checks. DBS checks are also made on staff working on the school site and on any other adults involved in school activities including trips and expeditions or other voluntary activities, in accordance with statutory regulations and our internal procedures. Volunteers have a clear job description or equivalent and be given basic child protection training. Full details can be found in the Recruitment Policy and Procedure.

Staff are advised during their induction and through the Code of Conduct (available in the staff handbook) to be aware of protecting themselves against allegations of abuse, by avoiding meetings in closed rooms on their own, and inappropriate use of physical contact or force, safe use of social media, not using personal mobile phones, giving lifts in cars amongst others. Staff also refer to the Acceptable use of IT and email policy.

## Training, Sharing Information and Review

Training for staff is provided regularly, and at least annually, on a number of specific safeguarding issues including: Part 1 of KCSIE, this policy and the staff code of conduct, mental health, online bullying, sexting (using the latest Government guideline: Sexting in schools and colleges: responding to incidents and safeguarding young people, which has been published by the UK Council for Child Internet Safety), drugs, radicalisation and the Prevent strategy, forced marriage, peer on peer abuse and female genital mutilation (FGM).

Mechanisms to support staff in their understanding of KCSIE include online course and quizzes, training provided by the DSL, regular updates in staff briefings and meetings, regular reminders of the **Ten points to follow safeguarding procedure** and the issue of **wallet sized safeguarding cards**. Additional detail on the training offered to new staff and some of the mechanisms used to keep training up to date for all staff is provided in the appendix.

The School recognises the need for good levels of communication between all members of staff to ensure that the procedures for safeguarding children will be followed. Information must be shared between professionals in order to promote children's well-being and protect individuals from harm. The School shares information in accordance with the Data Protection Act 1998 and the guidance set out in Chapter 1 of Working Together to Safeguard Children (2015) and in Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.

The DSL will train those students in a position of responsibility, for example prefects in basic safeguarding procedures and ensure that they understand that their role is to listen, not to investigate and not to keep 'secrets' but to refer to the DSL.



Any deficiencies or weaknesses in child protection arrangements are remedied without delay.

The Governors undertake an annual review of the school's child protection policy and procedures and of the efficiency with which they have been implemented.



## **APPENDIX 1 Induction in Child Protection and Ongoing Training**

### **Introduction**

Every new member of staff is required to undertake training in safeguarding and child protection. These are delivered either as online training from Educare, a reputable training provider, or sessions are organised by the Deputy Head who is our Designated Safeguarding Lead. Every effort will be made to complete these before the end of your first week at the school. All new employees of our catering provider and all Governors are also required to complete such training.

The only adults who work or visit the school who are exempted from this requirement are:

- Night-time cleaners, whose hours of work mean that they do not have contact with students;
- Occasional visitors, including occasional lecturers and contractors, who sign in and are given a security badges by our Receptionist, and who are escorted throughout their visit;
- Contractors working on a designated site that is physically separated from the rest of the school, who are required to sign in and out at their site office and who wear security badges at all times;
- Contractors working during the school holidays.

### ***Designated Safeguarding Lead***

The Deputy Head is Eltham College's Designated Safeguarding Lead. She has been fully trained for the demands of this role and regularly attends courses with other child support agencies to ensure that he remains conversant with best practice, and that our policies and procedures are current and follow best practice. She receives training at least every two years, and maintains close links with the Local Safeguarding Children Board (LSCB) for Bromley. She liaises on a termly basis with the Governor concerned with Child Protection.

### **What is the reason for the training?**

#### **Child protection is always our top priority.**

Every member of staff needs to be confident that he or she understands his or her role in:

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

Everyone is required to take part in the training, no matter what their previous background or level of expertise. All members of staff formally receive the Staff Code of Conduct, which includes guidance regarding interaction with student. Refresher training for all staff is held annually.

### **What topics does the training cover?**

Our induction training will tell you about:

#### **1. Our student welfare systems**

Starting with the roles of the following structures:

- The Governors '
- The Senior Leadership Team and the DSL;
- The Student Support meeting programme;



- The monitoring arrangements by the Tutors and the Heads of Year;
- The role of the School Nurses, Counsellor and Nursing Assistant;
- The Prefect system and the training in leadership given to senior students;
- The role of the Student Leadership body;
- Our partnerships with parents and guardians.

We will also describe our arrangements for providing additional support for students with SEND and for whom English is an additional language.

## **2. The Legal Framework for our Child Protection and Anti-Bullying Policies**

We describe this briefly and cover our policies on:

- Anti-bullying;
- Behaviour;
- Learning Support;
- Equal Opportunities;
- Educational Visits.

Teaching staff have a particular responsibility for supervising students and ensuring that they behave with consideration and good manners at all times; but all staff need to be made aware of the school's policies in these areas. All staff are reminded of their important role in building positive relationships, identifying risks and keeping everyone safe. We cover social media and digital bullying, and the risks of the internet and social networking sites.

## **3. Understanding Challenging Behaviour**

We draw upon national guidance relating to the safeguarding and protection of children, the signs of abuse, and the duties of staff, as well as the role of specialist agencies. We explain our expectations of how they should respond in a difficult situation and why they cannot promise confidentiality to a student.

## **4. The School's Policies on Safeguarding and Child Protection**

All new staff will be expected to become familiar with our documents relating to:

- Child Protection;
- Staff Code of Conduct;
- Students and confidentiality Issues;
- Practices and procedures when a member of staff faces allegations of abuse;
- Whistleblowing.

## **5. Visitors and Site Security**

This covers the need for visitors to be signed in at Reception and to be escorted about the school.

## **6. Effective Record Keeping**

We explain why effective record keeping matters and most importantly that all concerns, discussions and decisions and the reasons for those decisions must be recorded in writing. Records will be kept confidentially by the DSL, and reviewed regularly so that concerning patterns of behaviour can be spotted.





## 7. Refresher Training

The session concludes with reminding staff that refresher training is given annually and by requiring all attendees to certify in writing that they have completed the training session.

### NQT Induction

Eltham College has opted to participate in the national arrangements for the induction of NQTs that are described in the Training and Development Agency for Schools' guidance "Supporting the Induction Process" ([www.tda.gov.uk](http://www.tda.gov.uk))

## APPENDIX 2 Ten Points to Follow: Safeguarding Procedures

1. Take time to familiarise yourself with the following sections regarding child protection and child abuse: categories and recognition;
2. Be vigilant for the risk indicators which may indicate child abuse or neglect;
3. Do not be afraid to ask a student about something you have noticed that is causing you concern;
4. If you are concerned that a student may be suffering from abuse or neglect, do not hesitate to discuss your concerns with the Designated Safeguarding Lead;
5. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse;
6. If you can write brief notes of what they are telling you while they are speaking, or make notes as soon as possible afterwards. **REMEMBER** always keep your original notes;
7. **DO NOT** give a guarantee that you will keep what is said confidential or secret. Explain that you will need to get help with this problem and who you will tell. Being open and honest about your actions, with a student who is suffering abuse, may enable the student to feel they can continue to trust you;
8. Do not ask leading questions (e.g. "did he do X to you?") just ask "what do you want to tell me?" or "is there anything else you want to say?";
9. Report immediately to the Designated Safeguarding Lead. **DO NOT** discuss the information with anyone else in school. Confidentiality in child protection cases is paramount. Staff should be aware that if a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the Police immediately.
10. NEVER think abuse is impossible, or that an accusation against someone you know well and trust is bound to be wrong.



### APPENDIX 3 Wallet Sized Safeguarding Procedures

ALWAYS	NEVER
<ul style="list-style-type: none"><li>• Follow the staff Code of Conduct</li><li>• Be vigilant and make time to listen</li><li>• Refer any concerns or disclosures to the DSL or Deputy DSL</li></ul>	<ul style="list-style-type: none"><li>• Promise confidentiality</li><li>• Think it could not happen here</li><li>• Ask leading questions</li></ul>

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