



## SAFEGUARDING – CHILD PROTECTION POLICY

St Edward's School is committed to safeguarding and promoting the welfare and wellbeing of its pupils.

The school's safeguarding and child protection policy should be read in conjunction with its policy on preventing violent and non-violent radicalisation and extremism.

**Any knowledge or suspicion of physical, sexual, emotional abuse, neglect or child sexual exploitation (CSE) of a pupil must be reported verbally without delay and as soon as possible in writing to the Head of Care.**

**The school's Safeguarding – Child Protection policy is subject to annual review in line with DfE, LSCB and HCC guidance.**

### MANAGEMENT RESPONSIBILITIES

The Head of Care is the Designated Safeguarding Lead and has a responsibility for liaison with the Local Safeguarding Board, Social Services and Education Departments in respect of welfare matters.

In the absence of the Head of Care, or where it is deemed advisable to communicate through an alternative channel, this responsibility will devolve to the Deputy Head or, in the absence of the Deputy Head, the Headteacher. In any event, the Head of Care, the Deputy Head and the Day School Manager are all trained to fulfil the function of Designated Safeguarding Lead.

The School Case Team will consist of the Headmaster, Deputy Head, Head of Care (in his absence - the Day School Manager), Assistant Head of Care and, if required, the Matron. Other members of the staff, depending on the nature of the issue, may be invited from time to time, to join in the work of the Case Team. This Team will have responsibility for the management of the case within the School and will adhere to the Local Safeguarding Board's guidelines. Throughout the process, the Head of Care will maintain liaison with the Local Area Designated Officer for Safeguarding.

The induction process for staff new to the School specifically covers this policy to ensure all colleagues are conversant with safeguarding procedures.



## INTERNAL REPORTING PROCEDURES

1. Keyworkers, class tutors and learning support workers are likely to be the first people to suspect, or to become aware of, the possible abuse of a pupil. They are obliged, in all cases, to inform the Head of Care directly, or a designated surrogate, of any concerns brought to their attention.

At this stage, it is not necessary to establish with certainty that abuse has actually occurred and individual members of staff should not make decisions for themselves about whether or not to pass on information – **it is mandatory to do so.**

The pupil should not be questioned further and, if possible, the person to whom disclosure has been made should stay with the pupil until a course of action has been determined and approved by the Designated Safeguarding Lead. It should be made clear that any information given about abuse cannot be treated as personal and confidential but will have to be divulged to senior staff and the appropriate authorities.

2. Every day, Year Managers and the Day School Manager have an obligation to make specific enquiries about the welfare of children within their respective groups and all relevant observations will be relayed to the Head of Care.
3. Staff should ensure that the Headmaster's 'open-door' policy is known to all pupils and that they are made aware they have the right of direct access to him at any time.
4. Members of the Social Care Team have a duty to ensure pupils new to the school are made aware of and meet at the earliest opportunity, the school's Independent Listener.
5. It is mandatory that the procedure for managing allegations against staff is made known to all staff through induction and referenced via a clearly illustrated flow diagram.

## EXTERNAL REPORTING PROCEDURES

1. The Designated Safeguarding Lead, or a nominated surrogate as described above, has the responsibility for initiating action involving outside agencies and authorities.
2. If satisfied that there are clear grounds for suspicion or evidence of physical, emotional or sexual abuse or neglect, the Designated Safeguarding Lead, or surrogate on duty, will immediately contact the pupil's local Safeguarding team and, where appropriate, inform the parents, police and Social Services.
3. The same reporting procedures will apply if abuse has occurred away from School, at home or elsewhere, unless the parents or the authority's officers are involved. In such an eventuality, the Designated Safeguarding Lead or surrogate, will refer matters to a more senior administrative officer.
4. Following the original disclosure, the child should not be interrogated by a member of the School staff. It is the responsibility of the Designated Safeguarding Lead to seek



clarification of the pupil's account of events. If necessary, the information will be passed by the Designated Safeguarding Lead to the pupil's Local Area Designated Officer (LADO).

5. In the event of a pupil being absent from school without due authorisation, contact is made with the local authority and, if applicable, the relevant social care department, in order to heighten the concern around the potential for CSE.

## DOCUMENTATION

1. The person who first becomes aware of the possibility of abuse should record, in detail, what is reported by the child, referring to the grounds for initial concern, describing any injuries or any worrying behaviour observed at the time, and noting what was said by the child. This record should be signed and dated.
2. The Designated Safeguarding Lead is responsible for collecting and recording information, and ensuring that each item is signed and dated. As the case develops, additional information from all relevant sources should be gathered and recorded in detail.

## RECORD KEEPING

The Child Protection action form will be placed on record within the Child Protection file retained by the school, together with all notes, minutes and action points from meetings held in respect of the matter.

## ADMINISTRATIVE MEMORANDUM

All staff must be made aware of the procedure listed above. A signed record should be kept to confirm this is the case (to be retained in the Main Office).

## GUIDANCE

**The investigation of the abuse of children is both a stressful and skilled activity which requires that the safety and welfare of the child must remain the focus during the investigation at all times.**

The procedure establishes the actions that must be followed when there is a disclosure or suspicion of abuse within our establishment. It is critical the Child Protection investigation and any disciplinary action by management are pursued with the utmost vigour.

The successful conduct of any establishment concerning itself with the care and wellbeing of children and young people will depend on a combination of:

- good management
- professional skills.

In particular, children and young people living away from home need to experience care which substitutes for the loss of attention and security they should otherwise receive



through the direct care of their parents and carers. Staff looking after them (RSCWs, teachers and any other staff involved in extra-curricular duties) should have the necessary professional skills (Children Act '89 Ch.3 Sec.3.1.4).

Working in a day and residential school with adolescent pupils who experience social, emotional and mental health difficulties requires staff to exercise due professional discretion in relation to **physical contact**. Staff are advised that if a pupil touches them in an unacceptable or overtly sexual way, this must be properly addressed as an issue by the member of staff in the capacity of responsible adult. This may simply require a clear statement to the pupil that such touching is unacceptable. If this proves insufficient, the matter must be reported to the Designated Safeguarding Lead. If staff are not sure of the pupil's motives, best practice is to share details of an incident, with the Designated Safeguarding Lead.

Members of the adult workforce should not fear nor avoid the prospect of a level of physical contact with pupils. However, they must ensure that any physical contact is always appropriate to the role and can be witnessed by others.

When **working one-to-one**, staff are advised:

- a. to inform other staff of the location;
- b. to work in full view of the door or leave the door slightly ajar;
- c. to ensure door windows are not covered with posters or other obstacles;
- d. to use the internal emergency telephone number - **911** - which rings around school giving the location of the call.

If in any doubt, actively avoid the prospect of working in isolation.

## PROCEDURE

**Any member of staff who receives an allegation/disclosure, or, has reason to believe that a child is being abused by a member of staff or other adult or other pupil, must immediately inform the Designated Safeguarding Lead and record all details of the allegation. Failure to do so is a disciplinary offence.**

**The Designated Safeguarding Lead at St Edward's School is the Head of Care.**

The Designated Safeguarding Lead will inform the Local Area Designated Officer and the Headmaster or Deputy. This action is to be taken as soon as possible and, in any event, within 24 hours and before any interviews take place in order for a plan of action to be agreed between the Designated Safeguarding Lead and other agencies.



The school's safeguarding and child protection procedures comply with NMCSs when they ensure that:

- arrangements are made to safeguard and promote the welfare of pupils at the school;
- such arrangements have regard to any guidance issued by the Secretary of State.

If the member of staff is concerned that Senior members of staff may be implicated in a safeguarding/child protection issue or if they become worried that an investigation is not proceeding, they must refer the matter directly to the Local Safeguarding Unit:

- Hants Direct : 01329 225379
- [csprofessional@hants.gov.uk](mailto:csprofessional@hants.gov.uk)
- Out of Hours: 0845 600 4 555

Confirmation of the referral should be made in writing within 48 hours.

The Headmaster, with the Governing Body, will take immediate action to ensure the person against whom the allegation has been made is not in a position to influence any investigation, or, place any child in the School at risk. This may mean suspending the person from School and instituting disciplinary proceedings, including the possibility of dismissal, in addition to any action which may be taken by the police.

The Local Area Designated Officer responsible for the child will follow the Safeguarding Board's Procedures for the Management of Child Abuse.

### **DBS Referral**

St Edward's School has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

The DBS will consider whether to bar the person.

Referrals should be made as soon as possible after the resignation or removal of the individual.