



# HOLMWOOD HOUSE

## SAFEGUARDING & CHILD PROTECTION POLICY

SAFEGUARDING AND PROMOTING THE WELFARE OF ALL PUPILS  
(SCHOOL & NURSERY) INCLUDING BOARDING, EYFS AND HOLIDAY COURSES

It is essential to inform the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL) of any concerns you may have regarding the welfare of a child.

### SCHOOL DSL AND PREVENT OFFICER

(with overall responsibility for safeguarding at the school, boarding and nursery):

**Mrs Francesca Bradbury**

### SCHOOL Deputy DSL and PREVENT Officers:

**Mrs Helen Mitchell & Mrs Paula Denny**

School contact: 01206 574305 or [dsl@holmwood.house](mailto:dsl@holmwood.house)

**NURSERY DSL and PREVENT OFFICER: Karen Travers**

**NURSERY Deputy DSL: Vicki Shreeve, Michelle Evans & Charlotte Taylor**

Nursery number 01206 273827 or [karen.travers@holmwood.house](mailto:karen.travers@holmwood.house)

### Governance Lead on Safeguarding:

**Gregg Davies**

**([gdavies@blvue.com](mailto:gdavies@blvue.com))**

**However, if you feel this avenue is not appropriate, or that you feel your concern has not been heard or handled appropriately, you should make a direct referral to:**

The Essex Safeguarding Children Board, (County Hall, Chelmsford, CM2 6WN):-

- For advice for safeguarding offences contact the Children & Families Hub on **0345 603 7627** (Monday –Friday 9am-5pm) and specify if you require the:
  - o Priority Referral line (for urgent referrals if the child needs immediate protection)
  - o Consultation line if you have concerns about a child and wish to discuss these with a Social Worker to seek advice about whether a referral is appropriate
- In an emergency out of office hours contact the Emergency Duty Team on **0345 606 1212** or ring the police.
- If there is an allegation against a member of staff, the headmaster or DSL will contact the LADO (on duty) on **0333 013 9797**

**If an allegation of child abuse involves the Headmaster (Alexander Mitchell), the Safeguarding Governor (Gregg Davies [gdavies@blvue.com](mailto:gdavies@blvue.com)) or the Group Education Directors (Steven Wade [swade@blvue.com](mailto:swade@blvue.com))/David Williams ([dwilliams@blvue.com](mailto:dwilliams@blvue.com)) will be contacted directly by the member of staff making the allegation and one of them will contact the LADO on 0333 013 9797 without the Headmaster's knowledge.**

## Contents

1. Introduction
  - Covid and safeguarding
2. Safe Recruitment
  - Childcare Disqualification Regulations
3. Awareness of Child Protection Procedures
4. Procedures
5. Supporting the Pupil at Risk
6. A Safe Environment
7. The DSL
8. Helping a Child who wants to tell you about abuse
9. Ten key points to follow if you suspect or are told of abuse
10. Safe working practice
11. Additional Information for Registered Settings
12. E-Safety
13. Mobile Phones and Cameras Policy
14. Use of Physical Restraint and acceptable physical contact
15. Radicalisation and Extremism
16. Vetting Visiting Speakers
17. Reviewing this Policy

Appendix 1 – Helpful Information; definitions and indicators of abuse

Appendix 2 – Useful Links and Contacts

Appendix 3 - Sample Letters to Parents and Children Regarding Internet Use

Appendix 4 – Sample Photographic Consent Forms

Appendix 5 – Record of Restraint

Appendix 6 - DSL Job Description

## Holmwood House Child Protection (Safeguarding) Policy

### 1. INTRODUCTION

Holmwood House fully recognises its responsibilities for Child Protection and will safeguard and promote the welfare of all children who are pupils, which includes the children in boarding and our EYFS settings (Nursery and Reception). It should be noted that the nursery occupies a separate site some 3 miles from the school. Arrangements are in place to enable the safeguarding policy and procedures to operate consistently across both sites. Every pupil should feel safe and protected from any form of abuse. This is defined in this policy as any kind of neglect, non-accidental physical injury, sexual abuse and sexual exploitation or emotional ill treatment.

This policy applies to all teaching and non-teaching staff and volunteers, is available on the school's website and is available to parents on request. It applies to all areas of the school including Early Years (EYFS). It should be read in conjunction with the Safer Recruitment Policy (see Staff Handbook), Staff Code of Conduct Policy, Physical Intervention Policy, Anti-Bullying Policy, Behaviour Policy, Health and Safety Policy, Educational Visit Policy, E-safety Policy, Social Media Policy and Photography Policy. It should also be read in conjunction with Keeping Children Safe in Education (DfE, 2020).

This policy has been written in accordance with:

- i. the DfE guidance document 'Keeping Children Safe in Education' (KCSIE September 2020), the updated guidance provided in the document 'Working Together to Safeguard Children' (July 2018) (WTSC) and 'Early years and later years (under-8's) childcare - Disqualification under the Childcare Act 2006' (March 2015), as amended in July 2018.
- ii. Locally agreed inter-agency procedures, specifically the Essex Safeguarding Children's Board, and with the SET Procedures (ESCB, updated 2019); the school will participate as appropriate in the 'team around the child' (TAC) approach, or a 'co-ordinated offer of early help', in accordance with WTSC.
- iii. The school recognises the importance of early help in school (see section 4, Procedures) and the difference between a concern and a child in immediate danger; in each case the DSL will work in accordance with WTSC 2018 and the LSCB referral thresholds.

The school is aware of the most recent DfE advice and information which dovetails with WTSC and the *SEND Code 2014: Mental health and behaviour in schools* (March 2015) and *Counselling in schools: a blueprint for the future* (March 2015).

Our school also works in accordance with the following legislation and guidance:

- Education Act 2002
- Effective Support for Children and Families in Essex (ESCB, 2017)
- Counter-Terrorism and Security Act (HMG, 2015)
- Serious Crime Act 2015 (Home Office, 2015)
- Sexual Offences Act (2003)

- Education (Pupil Registration) Regulations 2006
- Information sharing advice for safeguarding practitioners (HMG, 2015)
- Data Protection Act (2018)
- Searching, screening and confiscation (DfE, 2014)
- Children Act 1989
- Children Act 2004
- Preventing and Tackling Bullying (DfE, 2017),
- Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)
- [Promoting Emotional Well-being and Reducing the Risk of Suicide \(ESCB 2018\)](#)

## **COVID-19 and safeguarding**

Holmwood House School and Nursery is mindful of the current context of the coronavirus outbreak and this policy is written in accordance with current government guidelines and the document “Coronavirus (COVID-19): safeguarding in schools, colleges and other providers” (updated May 2020). This acknowledges that this safeguarding policy and processes described within it may be treated differently when compared to business as usual.

Safeguarding is everyone’s responsibility and anyone can make a referral, which will usually be to the school’s DSL, but can be directly to Children’s Social Care, if necessary.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

(KCSIE Sept 2020, p5)

The school aims to:

- Ensure safe recruitment practices in checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and implement procedures for identifying and reporting cases or suspected cases of abuse.
- Support a pupil who has been abused in accordance with his or her agreed child protection plan.
- Maintain a safe environment in which children can learn and develop.
- Communicate readily with ESCB whenever an allegation or disclosure of abuse has been made.

The school endeavours to provide a strongly supportive pastoral environment, in which children have a range of adults to whom they can turn, should they have a concern. These include the class teacher, tutor, school counsellor/listener and school nurse. Details of helplines are also available.

## 2. SAFE RECRUITMENT

Holmwood House recognises the importance of following recruitment and selection procedures on the appointment of employees and volunteers which help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Recruitment procedures are carried out in accordance with guidance given in ‘KCSIE (September 2020)’.

To ensure safer recruitment, the procedures are designed to:

- Scrutinise applicants
- Verify identity
- Verify academic or vocational qualifications
- Obtain professional and character references
- Check previous employment history
- Ensure that a candidate has the health and physical capacity for the job
- Incorporate a face to face interview
- Include a barred list and Disclosure and Barring Services (DBS) check
- Include an overseas check equivalent to the DBS check for staff appointed directly from overseas
- Verify the applicant’s right to work in the UK
- Include a prohibition order check (for those who undertake ‘teaching work’\*) and also an EEA prohibition check for staff appointed to do teaching work from the EEA other than England (see Safer Recruitment guidelines and checklist for further detail)
- Include a prohibition from management check (for the Headmaster, those who are on the school’s leadership team and for teaching heads of department)
- Include, when required, a self-declaration in respect of the Childcare Disqualification Regulations.

\* ‘Teaching work’: a definition is provided in The Teachers’ Disciplinary (England) Regulations 2012 and cited at paragraph 404 in the ISI Regulatory Handbook. The school will judge each appointment on a case-by-case basis to determine whether the role includes ‘teaching work’.

These procedures apply to all adults who may undertake a regulated activity (unsupervised) with the children in either a paid or voluntary capacity and any other staff where KCSIE requires checks to be undertaken. The school will verify that child protection checks and procedures listed above have been successfully undertaken for all staff employed by another organisation and who work with the school’s pupils either at the school or on another site. This applies, for example, to staff at a swimming pool or an outward bound activity centre and to visiting staff running activities or undertaking sports coaching, even where such staff are paid directly by the parents.

It is the responsibility of those who work or volunteer at the school, or with the school’s pupils at a different venue, to inform the Headmaster immediately if, during the time of their engagement with the school, their circumstances change in such a way that they become disqualified from working in childcare, prohibited from teaching or in any other way barred from working with children.

**Childcare Disqualification Regulations.** Guidance, available separately, has been published by Bellevue in relation to these requirements, covering disqualification from working in childcare, including disqualification by association. The school will a) inform

relevant staff and volunteers about the legislation, including that they may be disqualified by association, b) gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, including by association and c) keep a record on the Single Central Register, including the date disqualification checks were completed. If a person is found to be disqualified, he or she will not be able to continue working in a role covered by the regulations. If appropriate, the school will consider a transfer to other duties. The school will inform Ofsted (and copy to ISI) if satisfied that a person working in a relevant setting falls within one of the disqualification criteria. If appropriate, the school and/or Bellevue will assist in the application to Ofsted for a waiver of disqualification.

A copy of the school's 'safer recruitment guidelines and checklist' is available on request.

### **3. AWARENESS OF CHILD PROTECTION ISSUES**

We recognise that, because of their day-to-day contact with children, staff at the school are well placed to observe the outward signs of abuse. Holmwood House will therefore

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure that children know there are adults in the school whom they can approach if they are worried or in difficulty
- Ensure that staff recognise the school's duties both to children in need and to children at risk of harm
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse, including keeping safe online, and to know whom to turn to for help
- Include in the curriculum material that will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- Ensure all staff, including ancillary staff and representatives of the proprietors, receive comprehensive training on child protection issues, as specified by the local safeguarding children board (LSCB) in frequency and content, not less than every three years supplemented by informal updates as required, but at least annually.
- Ensure that all staff have read and understand at least part 1 of KCSIE (September 2020); the understanding of staff will be secured by the following measures undertaken by the school
  - Safeguarding Induction Training which talks new staff through the content in a level of depth appropriate and proportionate to the person and their role
  - INSET Training
  - Reminders in Staff Meetings
  - Other means of probing understanding, such as the safeguarding governors' interviews with random staff at the annual Safeguarding Review
- Ensure that all school leaders and staff that work directly with children read Annex A of KSCIE 2020 which deal with types of abuse and matters such as children missing education, child criminal exploitation (CCE), Child Sexual Exploitation (CSE), radicalisation, county lines and honour based abuse (including Female Genital Mutilation and Forced Marriage)
- Ensure that temporary and voluntary staff who work with children are made aware of the arrangements, based on a risk based approach – whereby the school assesses the level of detail with which such staff should be provided. In addition, all new staff and

volunteers will receive training as part of their induction process, which will include an explanation of the systems to support Safeguarding. To ensure best practice, the DSLs for child protection will receive appropriate training, including in inter-agency working, every two years, supplemented by informal updates as required, but at least annually in accordance with locally agreed procedures and the requirements of KCSIE Annex B.

In order to ensure that new staff are fully aware of their duties regarding safeguarding, as part of the induction training for all staff, they will receive an explanation of:

- This safeguarding policy
- The staff code of conduct/behaviour policy
- The behaviour, discipline and exclusions policy for pupils The school's safeguarding response to children missing education
- The role and identity of the DSL, and Deputies
- The school's approach to online safety

Additionally, at induction, staff must be provided with a copy of

- This safeguarding policy
- The staff code of conduct/behaviour policy (see 10, below in this policy)
- The Children Missing Education policy (contained within Appendix 1 of this policy)
- The role of the DSL and DDSLs (contained within this policy)
- Part 1 and Annex A of KCSIE (September 2020)
- The whistle-blowing policy

#### **4. PROCEDURES**

The school will follow the procedures set out by ESCB, the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019) and 'Effective Support for Children and Families in Essex' (ESCB, 2017) and take account of guidance issued by the Department for Education (DfE), as noted above. Links to these documents can be found in Appendix 2, guidance from KSCIE September 2020 states that procedures should be followed where it is alleged that anyone working in the school or college that provides education for children under 18 years of age, including supply teachers and volunteers 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;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children, by showing transferable risk in another context e.g. mistreatment of vulnerable people in a care home.

In order to meet the aims of this policy, the school has the following measures in place:

Bellevue Governance ensures that the school has a DSL for child protection who has received appropriate training and support for such a role and a DDSL with a similar level of training to cover in the event of absence. In the event of the DSL being the subject of an allegation, the school's response will be co-ordinated by the DDSL, who will liaise with Safeguarding Governor or proprietor.

Steve Wade, Group Education Director for Bellevue Education Group, oversees safeguarding arrangements on behalf of the board of directors. Gregg Davies, Safeguarding Governor for Bellevue Education Group, is designated by the board to oversee and monitor the school's safeguarding policy and practice. In conjunction with David Williams, Education Director they conduct an annual Safeguarding Review of the school's child protection policy and procedures and of the efficiency with which the related duties have been discharged. As a result, any deficiencies or weaknesses in safeguarding arrangements will be remedied immediately. The reporting of arrangements for each school form part of the reporting process to the Education Committee, which includes Steven Wade, Gregg Davies and David Williams, which is responsible for the overall governance of Bellevue Schools.

The school ensures that every member of staff (including temporary and supply staff and volunteers) know and understand:

- The name of the DSL and DDSLs and their roles
- The responsibility of all staff to be alert to the signs of abuse and their responsibility for referring any concerns to the DSL.
- The procedures identified within the school policy.

The school ensures that parents have an understanding of the responsibility placed on the school and staff in relation to safeguarding and child protection, by publishing appropriate policies on the school's website.

The school ensures that members of staff are aware of the need to act on concerns about the welfare of a child immediately and to speak with the DSL or DDSL in accordance with this policy. Staff need to be alert to signs of abuse and know how to respond to a pupil who may tell of abuse. The school provides child protection training within the induction programme for all new staff and volunteers. The three-yearly training for staff is provided either by ESCB, an external welfare agency acceptable to ESCB, or those who are DSLs within the school and have up-to-date inter-agency training.

The school is committed to developing effective links with relevant agencies and cooperating as required with their enquiries regarding child protection matters. It is especially important that school understands its role in the three safeguarding partner arrangements (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for an area (any part of which falls) within the local authority area). The school will deal appropriately and immediately with every suggestion or complaint of abuse. Any allegation or suspicion of abuse, from within or outside the school, will be managed in accordance with this policy and, in all proper circumstances, will be referred to an external agency for investigation. The school will not undertake its own investigations of allegations without prior consultation with the LADO(s), or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with the LADO(s) can be held informally and without naming the school or individual.

For children in need, a referral will be made to Children's Social Care and for children at risk, a referral will be made to Children's Social Care immediately. They have a duty to respond. Staff should also be alert to any child who may benefit from early help. The DSL has responsibility to take the lead in matters of early help. In particular, staff should be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs



- has special educational needs (whether or not they have a statutory education, health and care plan)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is misusing drugs or alcohol themselves
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- has returned home to their family from care
- is showing early signs of abuse and/or neglect
- is at risk of being radicalised or exploited
- is a privately fostered child.

Detailed information on early help can be found in Chapter 1 of WTSC 2018.

## **Mental Health**

Holmwood House School and Nursery school takes the mental health of its pupils seriously (and as such has 3 staff trained in Mental Health First Aid). All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour and education. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy.

The DSLs and staff must be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. The DfE guidance 'information sharing advice for safeguarding practitioners (see link in Appendix 2) supports staff who have to make decisions about sharing information.

Where there is a concern about a member of staff, the referral will be made to the local authority designated officer, or team of officers (LADO) within one working day. Other agencies may be contacted, such as the child protection unit of the police (CPU) or the NSPCC, in accordance with the procedures published by ESCB. If a crime has been committed, the matter will be reported to the police and, in cases of serious harm, the police will be informed from the outset.

When following up incidents, disclosures or allegations, staff will consider the welfare of all children. Where it is deemed necessary to speak with pupils, those involved will be offered the option of having another adult present. Where allegations are of a serious nature, parents

or guardians will routinely be invited to attend, unless the allegation is of a nature where their presence may cause greater upset or jeopardise any possible police action.

The school will maintain written records of concerns, discussions and decisions made, and the reasons for those decisions, about children (noting the date, event and action taken), even when there is no need to refer the matter immediately. If the latter is the case, the school's record-keeping will include an explanation of why it was considered that the threshold for referral was not met.

These records are kept on *MyConcern* or in written form. The school ensures that all records are kept securely, separate from the main pupil file, and in locked locations.

On making a referral, the school can expect the local authority to make a decision within one working day about the type of response that is required, letting the referrer know the outcome. This will include determining whether:

- the child requires immediate protection and urgent action is required
- the child is in need, and should be assessed under section 17
- there is reasonable cause to suspect the child is suffering, or likely to suffer, significant harm, and whether enquiries must be made and the child assessed under section 47
- any services are required by the child and family and what type of services; and
- further specialist assessments are required in order to help the local authority to decide what further action to take.

The school should follow the matter up with the local authority if information is not forthcoming.

For further information on action to be taken in relation to safeguarding concerns staff can refer to the flowchart on page 17 of KCSIE 2020.

The school maintains and operates practices which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations. In this respect, the school acknowledges the updated guidance provided in Part 4 of the DfE document KCSIE (September 2020).

The school ensures safe recruitment practices are carried out and that key staff have undertaken safer recruitment training, this needs to be renewed every five years. All interview panels will include at least one person who has undertaken such training.

The school takes all practicable steps to ensure that school premises are as secure as circumstances permit.

The school ensures that the duty of care towards pupils and staff is promoted, by raising awareness of illegal, unsafe and unwise behaviour and assists staff to monitor their own standards and practice.

The school has a culture of safety and reflective practice, where staff are valued and concerns can be raised, including about poor or unsafe practice and potential failures in the school's safeguarding regime. Its whistleblowing policy is available as part of the employment manual. Staff are made familiar with the policy through staff training. Whistleblowing is

covered in the school's staff code of conduct and its programme of induction for new staff. The Whistleblowing Policy is available separately to those who work or volunteer at the school but are not employees of the school.

The school operates robust and sensible health and safety and fire protection procedures.

The school is alert to the medical needs of all children (particularly those with specific requirements).

Where an allegation against an individual not directly employed by the school, and where its disciplinary procedures do not fully apply, the school will ensure allegations are dealt with properly, including liaison with the LADO to establish a suitable outcome. Schools should seek the support of governance to establish appropriate steps. The agency responsible for the individual should be involved, although the school should lead, and ensure that the individual subject to the allegation receives appropriate support, either through union or colleague representation. The support of the LADO should be assisted to advise on information sharing. The school should ensure that agencies and their staff are aware of the procedures for managing allegations.

**IN THE EVENT OF AN ALLEGATION OR A DISCLOSURE BY A CHILD, THE FOLLOWING WILL BE CONSIDERED:**

**a) INITIAL COMPLAINT**

A member of staff suspecting, or hearing a complaint of, abuse:

- Must listen carefully to the child and keep an open mind.
- Must not take a decision as to whether or not abuse has taken place.
- Must not ask leading questions, that is, a question which suggests its own answer. "Use the TED Questions" formula below.
- Must reassure the child but not give a guarantee of absolute confidentiality.
- Must explain the need to pass the information to a DSL, who will ensure that the correct action is taken.
- Must keep a sufficient written record of the conversation. The record must include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials.
- Must keep the record secure and hand it to the DSL.

TED Questions:

**T**ell me about this

**E**xplain what happened

**D**escribe this to me

**b) PRESERVING EVIDENCE**

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

**c) REPORTING**

A member of staff needs only reasonable cause for concern in order to act. One sentence from the child, indicating abuse or non-accidental injury, provides staff with reasonable grounds and is sufficient for them to act. This may also apply if clear information comes from

a sibling or another adult. The collation of what may seem to be ‘minor’ concerns may lead to a bigger picture and the referral by the DSL to the Children and Families Hub and/or a criminal investigation; it is in the best interests of pupils for staff to report any concern, however minor, if they are in any doubt. However, as many of the signs of child abuse are also commonly associated with other medical, social or psychological problems, a member of staff may naturally wish to discuss some initial concerns with the DSL. All suspicion or complaints of abuse must be reported only to the DSL, or if it involves the DSL, to the DDSL, who will liaise with the Headmaster, (unless the Headmaster is the subject of the suspicion or complaint) as soon as is practicably possible and at latest by the end of the day, noting what was said or seen (if appropriate, using a body map\* to record), giving the date, time and location using either *MyConcern* or a pink slip (available from the staff rooms). All records will be dated (and signed if a paper copy) and will include the action taken. This is then presented to the DSL (or DDSL), who will decide on appropriate action and record this accordingly

\*Use of a body map should not be seen as an encouragement for staff to conduct their own investigation and staff should not seek to examine parts of a child’s body that would not normally be visible.

**Any member of staff can also refer cases of suspected abuse or allegations to the Children and Families Operations Hub. Safeguarding contact details are displayed in the school and nursery to ensure that all staff members have unfettered access to safeguarding support.**

Less urgent concerns or requests for support will be referred to the Children and Families Hub via the [Essex Effective Support portal](#).

#### d) ACTION BY THE DSL:

The DSL will contact the Children and Families Operations Hub by telephone and in accordance with the procedures outlined in the SET procedures (ESCB, updated 2019) and in ‘Effective Support for Children and Families in Essex’ (ESCB, 2017) if he or she believes a child may be in need or at risk of significant harm and will follow this up with a written referral using the Children and Families Request for Support form within 48 hours. Essential information will include the pupil’s name, address, date of birth, family composition, the reason for the referral, whether the child’s parents are aware of the referral plus any other relevant information or advice given.

If appropriate, the child may well be told what action is being taken and what will happen next. Allegations against someone in a position of trust are the only cases that must be reported to the LADO. If there is room for doubt as to whether a referral should be made, the DSL may consult with appropriate professionals on an informal basis.

The DSL’s options for action include:

- managing any support for the child internally via the school or college’s own pastoral support processes
- an early help assessment or
- a referral for statutory services, for example, as the child might be in need, is in need, or suffering or likely to suffer harm

Action taken may also include:

- Sharing information with the Headmaster, safeguarding governor, Group Education director or DDSL
- Contacting the parents or carers
- Calling an internal pastoral meeting to discuss the situation – all appropriate persons would be invited (*e.g. form tutor, head of pastoral care, school nurse*). At this point a pastoral care plan may be instigated.

The action to be taken will take into account:

- The Holmwood House Child Protection (Safeguarding) Policy.
- The procedures published by ESCB
- The nature and seriousness of the suspicion or complaint. Any complaint involving serious harm or a serious criminal offence will always be referred to the Children and Families Operations Hub, the LADO (if the person under suspicion is in a position of trust) and the police without further investigation within the school.
- The wishes of the pupil, who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times, if the pupil is suffering or is a risk of suffering significant harm, when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes. The welfare of the child is paramount.
- The wishes of parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. However, parental consent is not required for referrals to statutory agencies. This may be the necessary course of action after all appropriate consultation.
- Any concern from the DSL that disclosing information to parents would put a child at risk. In this case, he or she will take further advice from the relevant professionals before making a decision to disclose.
- Duties of confidentiality, so far as applicable.
- The lawful rights and interests of the school community as a whole including its employees and its insurers.

#### e) REFERRAL GUIDELINES

When deciding whether to make a referral, following an allegation or suspicion of abuse, the head and DSL should not make their own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the Children and Families Operations Hub. This may be done tentatively and without giving names in the first instance. What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus the school should not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse. However, if sufficient concern develops that a child may be suffering or is at risk of suffering significant harm, a referral will be made without delay.

Contact will be made with the Children and Families Operations Hub within 24 hours of a disclosure being made. If the initial referral is made by telephone, the DSL will confirm the referral in writing within 24 hours of the initial telephone call. If no response or acknowledgment is received within three working days, the DSL will contact the Children and Families Operations Hub.

**Contextual Safeguarding:** Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but

especially the DSL or deputy need to consider the context within which such incidents and/or behaviours occur. Known as contextual safeguarding, this simply means that assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to the child's safety and/or welfare. Children's social care assessments should consider such factors, so it is important that the school provides as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse. A link to further information on contextual safeguarding can be found in Appendix 2.

#### f) ALLEGATIONS AGAINST STAFF, VOLUNTEERS OR THE Headmaster

When dealing with allegations against the Headmaster, staff, supply staff or volunteers, the school aims to strike a balance between the need to protect children from abuse, placing children first, and the need to protect the Headmaster, staff, supply staff and volunteers from false or unfounded allegations;

The school will follow the guidance in Part 4 of KCSIE (September 2020) and in accordance with statutory guidance and the SET procedures (ESCB, updated 2019) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provides detailed information on this.

Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure the safety and welfare of the pupil or pupils concerned and the need for a full and fair investigation. Where an allegation or complaint is made against the Headmaster, the DSL will report to and consult immediately with the Safeguarding Governor, relevant Education Director and/or proprietor, according to availability. This will be done without consultation with the Headmaster. The Safeguarding Governor or relevant Education Director will make immediate contact with the LADO.

Where an allegation or complaint is made against staff, volunteers or the DSL, the Headmaster will be informed or, in his/her absence, the Safeguarding Governor, relevant Education Director and/or proprietor. SET procedures (ESCB, updated 2019) require that, where an allegation against a member of staff is received, the Headteacher, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO) in the Children's Workforce Allegations Management Team on 03330 139 797 within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The school does not carry out any investigation before speaking to the LADO.

If a decision is taken that a member of staff is suspended during the investigation the school recognises that this does not infer guilt. Under these circumstances any suspension is a 'neutral' act and no action should be viewed as an expression of opinion or judgement.

In the event of an allegation or complaint resulting in a member of staff being required not to come to school, because of suspension or other arrangements, where the school provides on-site accommodation for such a member of staff, he or she would be required to live off-site during this time. If it were not possible for offsite accommodation to be sourced by the member of staff, then the school would ensure suitable accommodation is provided.

In the event of any person (in any capacity, whether employed, contracted, a volunteer or student) leaving the school as a result of their being considered unsuitable to work with children, or who has harmed or poses a risk of harm to children, the school will report this to the Disclosure and Barring Service (DBS) promptly, as soon as possible “ordinarily on conclusion of an investigation, when an individual is removed from regulated activity” (KCSIE 2020). This applies equally to anyone who would have been removed from the school had he or she not left earlier. The school recognises that the proprietors of independent schools have a legal duty to respond to requests from the DBS for information they hold already, but do not have to find it from other sources.

If the alleged misconduct is so serious that it warrants a decision on whether the teacher should be prevented from teaching, a referral will be made to the Teaching Regulation Agency (TRA). A referral can be made in relation to anyone who is undertaking ‘teaching work’. The TRA can put an interim prohibition order in place to prevent a teacher from teaching until the case has been fully investigated. The school has a statutory duty to consider referral of cases involving serious professional misconduct to TRA and also where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons for such a referral include situations where the member of staff has been dismissed for unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, at any time, for a relevant offence. Referrals may also be made to the TRA by the Police or the DBS. Matters reported by the school to the DBS may require a separate referral to TRA. Advice about whether an allegation against a teacher is sufficiently serious to refer to the TRA can be found in ‘Teacher misconduct: the prohibition of teachers (October 2015)’. Further guidance and a referral form are published on the TRA website.

The school will follow the guidance in Part 4 of the DfE document KCSIE (September 2020) to ensure that:

- Procedures are applied with common sense and judgement (whereas before schools had to follow the required procedures closely)
- Allegations found to be malicious are removed from personnel records (whereas before all allegations had to be retained)
- Records are kept of all other allegations but any that are not substantiated, are unfounded or malicious should not be referred to in employer references (whereas before details of all allegations had to be passed on in references).

Further detail with regards to the procedures for dealing with allegations of abuse against staff are available from the School.

#### g) ALLEGATIONS AGAINST PUPILS (including Peer-on-Peer abuse)

The school takes a firm line in relation to all possible peer-on-peer abuse, including sexual violence and sexual harassment. In all cases, the recording and investigation process is the same. Peer-on-peer abuse can take on many forms, including:

- sexual violence and sexual harassment
- physical abuse such as hitting, kicking, shaking, biting, hair pulling
- otherwise causing physical harm
- sexting
- initiating/hazing type violence and rituals

With regard to sexual violence and sexual harassment, the school pays due regard to Part 5 of KCSIE (September 2020) and the separate DfE guidance “Sexual violence and sexual harassment between children in schools and colleges”. The school holds and promotes a clear view that sexual violence and sexual harassment are never acceptable and will not be tolerated.

The school’s procedures in relation to peer on peer abuse follow the DfE advice to adopt a “whole school” approach, involving all staff, pupils, governors and parents, as part of the school’s broad approach to safeguarding. Central to such an approach are (i) staff training so that staff know what to do if they have a concern about a child and (ii) a planned curriculum and extra-curricular programme, including assemblies, which takes a preventative approach through the setting of values and standards and the promotion of the fundamental British values, notably in this context, of respect and tolerance. Through the wider curriculum, including Relationships Education (Primary), Relationships and Sex Education (Secondary) and PSHCE (Personal, Social, Health and Citizenship Education), the school aims to provide pupils with an understanding appropriate to their age and stage of development of issues such as:

- healthy and respectful relationships
- what respectful behaviour looks like
- consent
- gender roles, stereotyping, equality
- body confidence and self-esteem
- prejudiced behaviour
- that sexual violence and sexual harassment are always wrong
- addressing cultures of sexual harassment.

Sexual violence and sexual harassment can occur between two children or a group of children of any age and sex. They may be physical and/or verbal and may occur online and offline. Children who are victims will likely find the experience stressful and distressing and their educational attainment could be negatively affected. Sexual violence and sexual harassment are never acceptable and the school will take all matters seriously and offer victims appropriate support. They will be considered as incidences of abuse and will not be tolerated. In particular, reports will not be allowed to be passed off, either by pupils or staff, as;

- banter
- just having a laugh
- part of growing up
- boys being boys

Research shows that it is more likely that girls will be the victims of sexual violence or harassment and more likely that boys are the perpetrators. Children with SEND are three times more likely to be abused than their peers. Further information is available in Part 1.4 of the DfE guidance, cited above. Such behaviour must be challenged, since it is normalised by being dismissed or tolerated.

**Definitions:** In this context, *sexual violence* is as defined in the Sexual Offences Act 2003. *Sexual harassment* is defined as unwanted conduct of a sexual nature that can occur wholly online and offline. Sexual harassment is likely to:

- violate a child’s dignity
- make him or her feel intimidated, degraded or humiliated
- create a hostile, offensive or sexualised environment.



Sexual harassment creates an atmosphere that, if not challenged, can normalise inappropriate behaviours and provide an environment that may lead to sexual violence. It can include:

- sexual comments, (such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names)
- sexual “jokes” or taunting
- physical behaviour, (such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature)
- online sexual harassment, (which may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence). It may include:
  - non-consensual sharing of sexual images and videos\*.
  - sexualised online bullying
  - unwanted sexual comments and messages (including on social media)
  - sexual exploitation (coercion and threats).
- upskirting; this is now a criminal offence, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

\* UK Council for Child Internet Safety (UKCCIS) sexting advice provides detailed advice for schools and colleges; (refer to links in Appendix 2).

*Harmful sexual behaviour* is a term used to describe behaviour which is beyond that which is normal and developmentally expected, and can be problematic, abusive or violent. It can occur online and/or offline and should be considered in a child protection context. For further information, refer to the NSPCC guidance (see link in Appendix 2).

**Handling a concern:** A pupil reporting sexual violence or sexual harassment will be offered support and every effort will be made to ensure that his or her education is not disrupted. Reports of sexual violence and sexual harassment are likely to be complex, requiring difficult professional decisions to be made, often quickly and under pressure. Staff are provided with training to facilitate a calm and considered response to any concern.

A member of staff who receives a report of sexual violence or sexual harassment will take action in line with the standard guidance for dealing with disclosures, as identified in this policy. As with all concerns about the welfare of a child, all staff should act in the best interests of the child. The child making the report will be reassured, supported, taken seriously and kept safe. He or she should never be given the impression that reporting causes a problem, or be made to feel ashamed for making a report. In some cases, a third party, such as a friend, rather than the victim, may make the report. In such cases the same procedures will be followed, and it is important that the school understands why the victim has chosen not to make the report personally.

In overseeing the management of the concern, the DSL will consider, in line with overall safeguarding guidance, whether a referral should be made to children’s social care and, where a crime may have been committed, will make a referral to the police.

The principles for handling a report of sexual violence or sexual harassment remain the same if the incident is alleged to have taken place off the school premises, or to have involved pupils from more than one school. In the latter case, appropriate information sharing and effective multi-agency working are especially important.

If possible, a report will be managed with two members of staff present, (preferably one of them being the DSL or deputy). However, this might not always be possible. The DSL should be informed as soon as practically possible, if he or she is not involved in the initial report. If the report involves illegal images of children, it is a key consideration that staff should not view or forward such images. If viewing such an image is unavoidable, the UKCCIS advice (see link in Appendix 2) provides more details on what to do.

When there has been a report of sexual violence, the DSL or deputy should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- the victim, especially his or her protection and support
- the alleged perpetrator
- all the other children (and, if appropriate, adult students and staff) at the school

The risk assessment will be recorded and kept under constant review. Full details of the matters for the DSL to consider in managing a report are given in paragraph 61 onwards of the DfE guidance cited above. In summary these are:

- the wishes of the victim in terms of how he or she wants to proceed
- the nature of the alleged incidents
- the ages and developmental stages of the children involved
- any power imbalance between the children
- whether the incident is a one-off or a sustained pattern of abuse
- any ongoing risks to the victim
- any other related issues and wider context

The school may decide that the children involved do not require statutory interventions but may benefit from early help, as noted in the introduction to this policy, in which case, the process will be followed, as described in “Working Together to Safeguard Children”. In all situations, concerns, discussions, decisions and reasons for decisions will be recorded, according to normal safeguarding procedures.

**Supporting the victim; further guidance:** Further information and useful links to additional documentation can be found at paragraph 66 of the DfE guidance.

**Safeguarding and supporting the alleged perpetrator:** Due consideration will be given to the support and safeguarding needs of the alleged perpetrator. Children abusing other children may be a sign they have been abused themselves or a sign of wider issues that require addressing within the culture of the school. The school will consider the balance of safeguarding the victim and providing the alleged perpetrator with an education, safeguarding support as appropriate and implementing any disciplinary sanctions. These will be considered on a case-by-case basis. A pupil against whom an allegation of abuse has been made may be suspended from the school during the investigation, as determined by the Headmaster in discussion with the DSL. Careful liaison with children’s social care and the police, as appropriate, will aim to ensure that any action taken by the school will not

prejudice an investigation and/or any subsequent prosecution. It is also important to remember that, as a child, any alleged perpetrator is entitled to, deserving of, and should be provided with, a high level of support to help understand and overcome the reasons for such behaviour and help protect other children by limiting the likelihood of abusing again. The school will work with professionals as appropriate to provide support and to help alleged perpetrators understand and overcome the reasons for their behaviour and help protect other children by limiting the likelihood of them abusing again. Disciplinary action and appropriate support are not mutually exclusive; they can and should occur at the same time, where necessary.

In addition to the procedures in this policy, the school's policy on behaviour, discipline and sanctions will apply. A bullying incident will be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm.

**Working with parents:** The school will, in most instances, engage with both the victim's and the alleged perpetrator's parents or carers when there has been a report of sexual violence, though this might not be necessary or proportional in the case of sexual harassment. This will be considered on a case-by-case basis. The exception to this requirement is if there is a reason to believe that informing a parent or carer will put a child at additional risk. Careful consideration, based, where appropriate, on advice from relevant agencies, will be given to what information is provided to the respective parents or carers about the other child involved and when this is provided. Further details on working with parents can be found in the DfE guidance, starting at paragraph 71.

**Safeguarding other children:** The school will consider carefully the safeguarding needs of other children, particularly any who may need support due to having witnessed sexual violence. Following an incident, it is likely that other children will 'take sides' and the school will be vigilant to do all it can to ensure that the victim, alleged perpetrator and any witnesses are not bullied or harassed, including via social media.

#### h) SUSPECTED HARM FROM OUTSIDE THE SCHOOL:

A member of staff who suspects that a pupil is suffering harm from outside the school should seek information from the child with tact and sympathy using "open" and not leading questions (see TED questions, in a), above). A sufficient record should be made of the conversation and given to the DSL for child protection.

#### i) PUPILS WITH SEND

Children with SEND can face additional Safeguarding challenges and there may be additional barriers to recognising abuse and neglect in this group of children. This may include

- Assumptions that indicators of possible abuse such as behaviour, mood or injury relate to the child's disability without further exploration
- Children with SEND being disproportionately impacted by issues such as bullying without showing any outward signs
- Children with SEND being unable to communicate instances of possible abuse

The school's behaviour and anti-bullying policies make specific reference to dealing appropriately with SEND. Staff should be vigilant in relation to the bulleted points above, reporting any concerns to the DSL.

#### j) LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The school's governance ensures that staff have the skills, knowledge and understanding to keep looked after children and previously looked after children (since they remain vulnerable) safe. In particular, this involves ensuring that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. Staff should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The DSL should have details of the child's social worker.

Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. There are clear powers to share this information under existing duties on both local authorities and schools to safeguard and promote the welfare of children. Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children. Where there is a looked after, or previously looked after child at the school, a designated teacher will be appointed, who will work with local authorities to promote the educational achievement of such pupils. The school has appointed Francesca Bradbury as designated teacher for looked after children. She will also have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales. The school will provide appropriate training for such a role.

## **5. SUPPORTING THE PUPIL AT RISK**

The school recognises that children who are abused or witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame. The school may be the only stable, secure and predictable element in the lives of children at risk. However, when at school their behaviour may be challenging and defiant and they may be withdrawn.

The school will endeavour to support the child through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The PSHCE programme, through which pupils will, according to their age and stage of development, learn to develop a healthy, safer lifestyle by being able to:
  - Recognise and manage risks in different situations and then decide how to behave responsibly.
  - Judge what kind of physical contact is acceptable and unacceptable.
  - Recognise when pressure from others (including people they know) threatens their personal safety and well-being and develop effective ways of resisting pressure, including knowing when and where to get help.
  - Be assertive to help resist unhelpful pressure.

- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable and that they are valued and not to be blamed for any abuse which has occurred.
- The PSHE programme, assemblies and other occasions, together with the watchfulness of staff and the training they receive, in respect of issues such as mental health, body image, eating disorders, female genital mutilation (FGM), self-harm and radicalisation. (refer also to Section 15)
- Liaison with other agencies who support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- The school understands that it has an important role to play in supporting the mental health and wellbeing of their pupils. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. See previous point
- All children know that there are adults to whom they can turn to if they are worried, including their tutor, class teacher, (key worker and room leader at the nursery), any member of staff, the nurse, their parents and the independent listeners for boarders, **Mrs Jane Tuckwell (former Head of Pre-Prep) and Rev Mark Wallace**. In particular:
  - All pupils at the school have access to a telephone helpline, enabling them to call for support in private.
  - Every child has a diary which contains guidance on where to turn for advice, including confidential helplines and web addresses for external specialists such as ChildLine.
  - Outside the surgery, advice is displayed on where pupils can seek help. These include details of Childline. Each Prep school child is also given a copy of 'NO-ONE Supports Bullying' pocket information card.
  - We operate a buddy system, which encourages the older pupils to look out for their younger peers.
  - Our Policy for Pupils on Confidentiality deals with the issue in more depth.
- Close monitoring of attendance, identifying patterns and concerns relating to children missing from school.
- The careful vetting of the visiting speakers to ensure that the content of what they intend to say is appropriate in relation to the school's ethos and fundamental British values.
- Drawing up a child protection plan, in consultation with other agencies, if appropriate, to identify strategies to assist a child.
- Keeping records and notifying the Children and Families Operations Hub, as appropriate, as soon as there is a recurrence of a concern.
- The appropriate transfer of information to the next school or setting when a pupil on the child protection register leaves the school. If the school does not know where the pupil has moved to, the LA Designated Officer will be contacted as soon as possible.
- The appropriate transfer of information to a new school or setting when a pupil leaves the school whenever the school has recorded child protection concerns.

- When required, the school will contribute to inter-agency working, as noted in the statutory guidance, *Working Together to Safeguard Children 2018*, providing, for example, an offer of help and/or by contributing towards an inter-agency assessment, in accordance with the Children Act 1989, to ensure a coordinated offer of early help when additional needs of children are identified. The school will contribute to inter-agency plans to provide additional support to children subject to child protection plans and will allow access for Children’s Social Care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a Section 17 or Section 47 assessment. For further information see KCSIE (September 2020), paragraphs 17 and 31 and *Working Together to Safeguard Children March 2018*; (see links in this policy in Appendix 2).

The school recognises the requirement, from October 2015, for teachers\* to report to the police any cases or suspected cases of FGM. Nevertheless, all staff should liaise with the DSL with regard to any concerns about FGM (unless there is a reason not to do so). The police will be informed and Children’s Social Care involved, as appropriate. At no time will staff examine pupils to confirm this.

\* “Teachers”, here refers to anyone undertaking ‘teaching work’, as defined in The Teachers’ Disciplinary (England) Regulations 2012, as explained in the ISI commentary on the regulations. This definition includes such persons as teaching assistants, sports coaches and visiting instrumental music staff.

## **6. A SAFE ENVIRONMENT**

The school recognises the need to provide a safe environment in which children can learn and develop. To facilitate this, the school will:

- Assess school activities and all areas of the school for risk and keep records.
- Ensure appropriate security at all points of access to the premises
- Not lock internal doors in areas being used by pupils;
- Fit, where possible, glass panels into the doors of classrooms, music practice rooms and other appropriate areas.
- Ensure that all visitors to the school are required to sign in at reception on arrival. Visitors will be required to wear their identity badges or be issued with school visitor badges upon verification of their identity.
- Ensure that staff are vigilant and will either report unidentified visitors immediately to the school office or challenge the person directly if safe to do so. At times when the office is closed, staff should alert the Headmaster or other senior staff on duty.
- Be aware that there are occasionally times when large numbers of unknown visitors may be on site (e.g. fixtures, open mornings, plays or concerts). On these occasions, it is not expected that all these visitors will wear badges and only visitors found in areas inappropriate to the event or whose behaviour causes concern will be reported or challenged.
- Ensure that all staff are aware of the ‘Policy for management, including identification, of visitors into the school site’, as outlined in the ‘Health and Safety Policy’
- The school and the governors should ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:

- being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as ‘special category personal data’.
- understanding that ‘safeguarding of children and individuals at risk’ is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.
- for schools, not providing pupils’ personal data where the serious harm test under the legislation is met. For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, they must withhold providing the data in compliance with schools’ obligations under the Data Protection Act 2018 and the GDPR. Where in doubt schools should seek independent legal advice.

## **7. THE DSL**

The school has appointed an experienced and suitably qualified member of staff who is the member of the Senior Leadership Team as DSL to be responsible for matters relating to child protection and welfare and DDSLs with similar training, to act in their absence and take the lead should an allegation be made against the DSL.

Mrs Francesca Bradbury, our Deputy Head and member of the Senior Leadership Team, is our Designated Safeguarding Lead for the Prep, Pre-Prep and Reception classes of EYFS, as well as Holmwood House Nursery. Mrs Helen Mitchell, the Headmaster’s wife, Head of PSHCE, is the Deputy Designated Safeguarding Leads who deputise for the DSL in her absence and during boarding at Holmwood House School. At the nursery, Karen Travers is the DSL and is supported by Vicki Shreeve, Michelle Evans and Charlotte Taylor (DDSLs). The nursery DSL is required to seek further guidance and support from the school’s DSL. This ‘working together’ is aimed at ensuring consistency of approach across both settings. The DSL and DDSL can be contacted via the school office (01206 574305) or the nursery DSL and DDSL (01206 273827).

The school’s records on child protection are kept electronically using the online safeguarding software, MyConcern. Any paper documents and historical data are kept locked in the Deputy Head’s office and are separated from routine pupil records. Access is restricted to the DSL, her deputy and the Headmaster. At the nursery, all safeguarding records are locked in a filing cabinet with the children’s individual files and access is restricted to the nursery manager, the DSL and DDSLs. The policy and practices are reviewed annually by a member of the board with responsibility for child protection and safeguarding.

The DSL and deputies develop a complete safeguarding picture and are the most appropriate people to advise on the response to safeguarding concerns. The responsibilities of the DSL and DDSLs are provided in job descriptions specific to this aspect of their school role. They include;

- Being conversant with ESCB procedures and the role of other agencies.

- Following the school's safeguarding & child protection policies and co-ordinating child protection procedures in the school.
- Being the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.
- Consulting with the Children and Families Operations Hub, or LADO, as appropriate, on issues if an allegation or suspicion occurs and liaising with the various child protection agencies where appropriate.
- The DSL should use NPCC- When to call the police to help them understand when they should consider calling the police and what to expect when they do.
- Keeping the Headmaster informed of all actions unless the Headmaster is the subject of a complaint. In this situation, the DSL should consult with the Safeguarding Governor, relevant Education Director or proprietor.
- Co-operating with any police and LADO investigations.
- Represent the school at, and submit a report to, any child protection conference called for children on the school roll or previously known to them. Where possible and appropriate, any report will be shared in advance with the parent(s)/carer(s). Whoever attends will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions at the conference.
- If a child is subject to a Child Protection or a Child in Need plan, the designated safeguarding lead will ensure the child is monitored regarding their school attendance, emotional well-being, academic progress, welfare and presentation. If the school is part of the core group, the designated safeguarding lead will ensure the school is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the designated safeguarding lead will inform the child's key worker immediately and then record that they have done so and the actions agreed.
- Liaising with the Headmaster, Safeguarding Governor and relevant Education Director regarding training for all who work at the school on child protection issues.
- Attending appropriate higher level training every two years supplemented by informal updates as required, but at least annually.
- Undertaking training to facilitate the recognition of the additional risks that children with SEND face online, for example, from online bullying, grooming and radicalisation and ensure confidence in the capability to support SEND children to stay safe online".
- Keeping appropriate records, sharing these with agencies as and when appropriate. Data protection considerations must not be a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.
- Having a role in the oversight of the school's e-safety provision, the teaching of online safety and the quality of the school's filtering and monitoring.
- The DSL must have details of any social worker linked to a child in the school.
- Supporting staff.
- Take responsibility, when a child leaves the school, for ensuring that the child protection file is transferred securely to the new school as soon as possible and obtaining confirmation of receipt. Such a transfer of information should be separate from the main pupil file. In addition to the child protection file, the DSL should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support



in place for when the child arrives. As a recipient of a child protection file from a previous school, the DSL must ensure that key staff, including the SENCO, are made aware as required.

[See the DSL Job Description Appendix 6]

## **8. HELPING A CHILD WHO WANTS TO TELL YOU ABOUT ABUSE**

Staff should remember that the priority is to protect the child;

- Take the matter seriously
- React calmly and listen carefully
- Observe but do not judge
- Don't stop the child who is freely recalling significant events
- Reassure the child that he or she has done the right thing in telling you
- Indicate the action you will take and make it clear that you will have to tell the DSL (you cannot promise confidentiality - no secrets)
- If the child comes back to talk at a later stage, don't comment or advise; ensure that you listen, record and reassure the child.

As a member of staff, it is essential to remember not to:

- Drag the child to the DSL – this could be interpreted as abusive in itself!
- Contact the parents yourself
- Interrogate the child or ask leading questions
- Speak to anyone about whom allegations are made, including colleagues
- Promise confidentiality
- Ask a child outright if he or she or others have suffered abuse
- Criticise the alleged perpetrator.

## **9. TEN KEY POINTS TO FOLLOW IF YOU SUSPECT, OR ARE TOLD OF, ABUSE:**

The following guidelines, compiled by Dr Roger Morgan OBE (former Children's Rights Director), may be helpful:

Adults looking after children or young people in schools (or in residential establishments or youth organisations) should be aware of the risks of abuse (by adults or other young people), and take steps to reduce those risks. Adults (staff or volunteers) in charge of children or young people should know what to do if they suspect that someone is being abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough and even if you wrote on the back of something else, (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards). If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
3. Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse, you have the responsibility to tell the right people to get something done

about it (see below). If asked, explain that you are going to tell the people who can provide help, but that you will only tell people who absolutely have to know.

4. Don't ask leading questions that might give your own ideas of what might have happened (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?*". Refer to the TED questions in 4(a) above.

5. Immediately tell the DSL (unless they are themselves accused or suspected of abusing, in which case this must be reported to the Headmaster) – don't tell other adults or young people what you have been told.

6. Discuss with the DSL whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).

7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc – social services and police staff are the people trained to do this – you could cause more damage and spoil possible criminal proceedings.

8. As soon as possible the DSL should refer the matter to the local social services department (helped by your notes). Follow their requests about what to do next. They will set up any necessary investigations, and can advise you.

9. Never think abuse is impossible in your school or group, or that an accusation against someone you know well and trust is bound to be wrong.

10. Children and young people often tell other young people, rather than staff or other adults, about abuse – make sure that senior young people know how to behave if they suspect, or are told of abuse.

## **10. SAFE WORKING PRACTICE within the CODE OF CONDUCT FOR STAFF**

Staff, supply staff, volunteers and helpers need to think and act carefully to avoid situations that could lead to difficulties or embarrassment or accusations. The following points are intended to provide some guidance:

- All who work with children must ensure that the children feel equally valued; favouritism, real or inferred, causes feelings of alienation and can be misconstrued.
- Staff who have concerns about the conduct of others, in respect of their engagement with children, should have the confidence that they are safe to raise their concerns and their view will be taken seriously. Staff should refer to and follow the procedures detailed in the whistleblowing policy, found in the employment manual.
- Staff should not take children out on their own and refrain from forming personal relationships exclusively with one individual.
- Staff should take care that any electronic communication with pupils is wholly appropriate, does not constitute a breach of trust and is in accordance with E-safety guidance included in Section 12 of this policy. Staff must not befriend pupils on social networking sites.
- Conversations and behaviour should be friendly but not over familiar. Young people are more comfortable with an adult in role than an adult who seeks to be 'one of the gang'.
- Responsible and appropriate use of authority provides stability and security.
- All children should be treated with dignity and respect in attitude, language use and actions.
- Respect the privacy of the children.
- Avoid questionable activity e.g. rough, sexually provocative games and comments.
- Ensure that correct safeguards are in place to cover 'one to one' situations. This may include individual coaching, instrumental music tuition, administering of first aid, nappy changing, conveying pupils by car, etc. One to one situations have the potential to make a child more vulnerable to harm by those who seek to exploit their position of

trust. Adults working in one to one settings with pupils may also be more vulnerable to unjust or unfounded allegations being made against them.

- Make sure that the only people allowed into an activity are the adults assigned to the group. You should not allow others to have free access unless they have a specific reason e.g. guest speaker, maintenance person.
- Physical contact should reflect the child's need not the adult's.
- Physical contact should be age appropriate and generally initiated by the child not the adult.
- Physical contact should take place only in public.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Any act of restraint involving physical contact must be recorded in writing and the Headmaster notified immediately. The Headmaster will notify parents on the same day, or as soon as practicable thereafter. In the event the Headmaster is involved this should be passed to the Safeguarding Governor, relevant Education Director or Proprietor. A record of such incidents will be kept.
- Physical contact must be in accordance with the school policy on reasonable force and physical restraint (**Behaviour, Discipline and Exclusions Policy**), further details of this can be found in Section 14 of this policy, below.
- Staff should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood.

More detailed information is available to all staff through the document 'Guidance for safer working practice for adults who work with children and young people', (see Appendix 2) The guidance identifies many key areas where adults can protect themselves from allegations.

## **11. ADDITIONAL INFORMATION FOR REGISTERED SETTINGS**

The school will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. This will take place as soon as is reasonably practicable, but at the latest within 14 days.

## **12. E-SAFETY POLICY**

### **Holmwood House School and EYFS**

Holmwood House believes in the educational benefits of curriculum Internet use. Good planning and management that recognises the risks will help to ensure appropriate, effective and safe pupil use. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources, use of educational social media sites

and e-mail in order to enable pupils to learn how to locate, retrieve and exchange information using ICT. Computer skills are vital to access life-long learning and for future employment.

Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable. It is important that schools, as well as parents, adopt strategies for the responsible and safe use of the Internet.

### **Core Principles of Internet Safety**

The Internet has become as commonplace as the mobile phone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. This policy aims to help to ensure responsible use and the safety of pupils. It is built on the following five core principles:

#### **Guided educational use**

Significant educational benefits should result from curriculum internet use including access to information from around the world and the ability to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Staff are guided that, in relation to the age and maturity of the pupils (particularly, therefore, at primary and prep level), when setting a task, such as homework, which involves internet research, this must not simply be an open-ended request (such as ‘find out six facts about Henry VIII’). Instead, staff will research suitable and safe websites where pupils can undertake their research and will provide the pupils with a selection of website addresses. Where possible, these are provided electronically as hyperlinks, to be sure that pupils are taken to the correct destination.

#### **Risk assessment**

21<sup>st</sup> Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become “Internet Wise”. Pupils need to know how to cope if they come across inappropriate material.

#### **Responsibility**

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

It is acknowledged that, whilst the school provides pupils with a protected environment for Internet usage in school, the pupils may not benefit from the same level of protection in their access to the Internet beyond the confines of the school. Important aspects of the school’s e-safety provision are, therefore, the development of the pupils’ understanding of keeping safe online when not at school, and supporting parents in understanding how to help keep their children safe online.

**The Headmaster**, DSL and DDSLs are responsible for ensuring, so far as is reasonably practicable, a safe environment for internet use, for the implementation of policy and for the development of the pupils’ understanding of how to keep themselves safe online, both in and out of school.

**The ICT Technician** is responsible for the maintenance of hardware and software systems and technology to ensure, so far as is reasonably practical, safe use of the internet.

**The teachers** are responsible for overseeing the successful development, both in ICT lesson and the wider curriculum and extra-curricular activities, of pupils' understanding of how to keep safe online and for supporting staff in implementing this objective.

**All staff and volunteers** are responsible for monitoring pupils' safety online and reporting any concerns arising from pupils' internet use, either at school or at home, and for supporting the development of the pupils' understanding of how to keep themselves safe online.

### **Regulation**

The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In some cases access within school is denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed help pupils make responsible decisions for both school and home access.

### **Appropriate strategies**

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities.

There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

### **1) The Importance of Internet Use**

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is an essential element in 21<sup>st</sup> Century life for education, business and interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

### **2) How the Internet benefits education**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks.

### **3) How Internet use enhances learning**

- The school Internet access is designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

#### **4) Pupil's Understanding of how to keep safe online**

The school develops the pupils' understanding of how to keep safe online, as part of a broad and balanced curriculum, and their resilience in protecting themselves and their peers in the following ways:

- Subject and class teachers cover all aspects of e-Safety in ICT lessons
- Tutors/class teachers explain the ICT Acceptable Use Policy
- Tutors/class teachers require all pupils to sign the policy in their prep diaries
- PSHCE curriculum covers aspects of personal online safety
- All teachers reiterate the school policy on acceptable use of ICT

#### **5) Pupils' Evaluation of Internet content**

Inappropriate material should not be visible to pupils using the Web. This is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example, to close the page and report the URL to the teacher or ICT technician for inclusion in the list of blocked sites. More often, pupils will be judging reasonable material but selecting that which is relevant to their needs, for instance to answer a homework question. Pupils should be taught research techniques including the use of subject catalogues and search engines. They will be encouraged to question the validity, currency and origins of information – key information handling skills. They should also use alternative sources of information for comparison purposes. Effective guided use will reduce the opportunity pupils have for exploring unsavoury areas. Using Internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT technician.
- The use of Internet derived materials by staff and by pupils in school must comply with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

#### **6) Management of email**

- Pupils may use only approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive email or comments on social media platforms or documents that have been used collaboratively.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone when using online communication.

- Access in school to external personal email accounts is not allowed except where a teacher has specifically requested it for example to retrieve a piece of work emailed from home.

#### **7) Management of Website content**

- The point of contact on the Website is the school address/school email and telephone number.
- Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Website, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- The school undertakes appropriate measures for the management of personal data which is stored electronically.

#### **8) Newsgroups and chat**

- Pupils will not be allowed access to public or unregulated chat rooms in school.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

#### **9) Management of emerging Internet uses**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

#### **10) Authorisation for Internet access**

- At EYFS and Key Stage 1, access to the Internet will be by adult demonstration and with directly supervised access to specific, approved online materials.

#### **11) Liaison and partnership with parents**

- Parents have access to the school's e-safety policy on the school website and can request a paper copy from the school office.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents and pupils will be asked to sign and return a consent form.
- Periodically the school runs e-safety information meetings for parents, which may involve an external speaker, in order to raise their awareness of e-safety matters and help them develop their children's safe use of the Internet.
- Copies of template agreements for children and parents are found in Appendix 3 of this policy.

#### **12) Assessing the risks of Internet Use and Management of filtering**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the

international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headmaster will ensure that the Internet policy is implemented and compliance with the policy monitored.
- The school will work in partnership with parents, the DfE and our Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- The school will ensure that appropriate IT filters and monitoring procedures are in place to safeguard children from potentially harmful and inappropriate material online without unreasonable ‘overblocking’.
- As part of the above the school should consider carefully how to manage the access to 3G and 4G on the school premises.

### **13) Introduction of the policy to pupils**

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

### **14) Staff consultation and training**

- The school will ensure that all staff have undertaken appropriate e-safety training
- All staff must have familiarised themselves fully with this policy before using any Internet resource in school.
- All staff, including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required. Induction training in safeguarding for new staff includes e-safety.

### **15) Technical provision, filters, safeguards and monitoring**

- Certain sites are blocked by our filtering system and our technical support can monitor pupils’ use of the network.
- Since moving to Google Apps for Education, GoGuardian is our monitoring and filtering system which flags up any concerning search results and sends an email alert to IT administrators.
- Our technical support can monitor email traffic and block SPAM and certain attachments.
- We issue all pupils from Years 3 to 8 with their own personal school email address. Access is via personal login, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.
- We have strong anti-virus protection on our network.
- Any pupil who wishes to connect a removable device to the school’s network is asked to arrange in advance with the IT Technician to check it for viruses.

### **16) Maintenance of ICT system security**

- The school ICT systems will be reviewed regularly with regard to security in conjunction with the IT Technician.
- Virus protection will be installed and updated regularly by the IT Technician.
- Memory sticks and other such portable storage devices may be brought into school when specific permission has been given. Before being used on a school device they will be scanned for viruses by the IT technician.



- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to email.

### **13. MOBILE PHONES AND CAMERAS POLICY**

#### **1. Use of Cameras and the manipulation and storage of images**

In this policy terms such as 'photography', 'pictures', 'images', 'camera', 'device' and 'digital technology' include both still and video media. The term 'camera' includes mobile phones, ipads and other equipment which has the capacity to take photographs.

At Holmwood House Preparatory School we recognise that the appropriate use of photography enhances many aspects of school life and the pupils' education. Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular, extend the capabilities of mobile phones further; which allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks.

This policy is intended to ensure an environment in which children, parents and staff are safe from images being recorded and inappropriately used by providing a clear framework to ensure that

- the use of cameras and the storage of images reflect good practice
- the safeguarding needs of the pupils are met
- staff are not distracted from their work with children.

The policy also recognises that learning to use digital technology is an important part of the ICT curriculum. Teaching needs to ensure that pupils are able to learn how to use digital cameras and to edit and store photographs with an understanding of safeguarding requirements, for themselves and others, which is appropriate for their age and taking due account of the cyber-bullying aspects of the school's anti-bullying policy. Reference should also be made to the school's E-Safety Policy (see Section 12 above) policy and planning for the internet safety topic in the ICT/PSHCE scheme of work.

Photography is used at the school for a variety of purposes, including:

- Recording pupils' achievements, learning and progress.
- Contributing to each pupil's learning log.
- Providing evidence to support pupils' application for entrance/scholarship to their future schools.
- Recording school events and providing material for displays.
- Communication with parents, for example to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children's activities on residential trips.
- Communications with the school community (parents, pupils, staff, Governors and alumni) via weekly newsletters and the website,
- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises,

- For publicity purposes (brochures, prospectus, media articles, website etc.) for both the school and Bellevue Education Group.
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

On their child's admission to the school, parents are asked to complete a Google consent form in relation to their child being photographed at school or during school events. The form provides for parents to give permission at different levels (for example to consent to their child being photographed to record achievement and progress, but not for publicity purposes. The form also gives parents the opportunity to state whether a child in a photograph can be named.

Responses to the photography consent form are collated and the summary/analysis can be consulted at the school office/in the staff handbook/on the school's management information system. It is important that staff familiarise themselves with this information. If parents withhold consent for certain aspects of photography in relation to their child, this must be respected. Images should be checked to determine whether photographs have been taken which inadvertently include pupils for whom consent has not been given. If this is the case, images should be destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed.

The images that we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, "First XV rugby team, Autumn Term 2011"). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context.

### **Use of Images: Internal Identification**

All pupils are photographed at yearly intervals, for the purposes of internal identification. These passport-sized photographs identify the pupil by:

- Name
- Tutor Group
- Year Group
- Element

They are securely stored in the password-protected area of the staff database, where access is restricted to academic, pastoral and school office staff. Any parent who so requests will be sent a copy of his or her son or daughter's photograph.

Periodically, professional photographers visit the school by arrangement to take portrait photographs and formal pictures of sports teams, etc. Care should be taken that parental consent is respected and also that parents have not unintentionally withheld consent regarding such photographs. Any areas of doubt should be discussed with the Headmaster, who will arrange for parents to be contacted as appropriate. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.

From time to time a teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such

situations, parental consent with regard to photography must be respected. Case studies will only be undertaken following prior written consent from the parent or carer and, except by prior arrangement between the Headmaster and the parent/carers, the child's name will be changed in the case study to protect his or her identity.

Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

### **Tapestry**

Our online Learning Journey app (used at the nursery and in Reception year at the school) features photographs and videos of children as part of a weekly and sometimes daily update to parents. Parents have signed to give permission for their child(ren) to be included in this and security arrangements are in place to restrict access to the app.

### **Media Coverage**

As a school we are often featured in articles in the local press. We always endeavour to submit photographs to accompany our articles and these photos often feature our pupils, in accordance with the parental consent for media given upon joining Holmwood.

Increasingly we are asked for captions destined to be printed alongside our photos which include the names of the pupils shown in the photos. This is dealt with by contacting parents individually at the time this arise and by obtaining parental consent when a child first joins the school for the school to submit a child's name on the understanding that it may appear in print.

We will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from events where the media are present. A list of those pupils whose parents have withheld consent is prepared by the front office staff and shared with all staff.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

### **Photography by parents**

It is very difficult to police the use of cameras by parents, for example at prize-giving or on the touchline at sports fixtures. However, if members of staff have concerns about the suitability of photography by parents, they should consult DSL and/or the Headmaster, who will consider the situation with reference to this policy and the school's safeguarding procedures and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

We ask parents not to take photographs of other pupils on their own, without the prior agreement of that child's parents.

Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts.

We record some plays and concerts professionally. Copies of the DVDs and CDs are available for parents to purchase.

The parents' handbook includes guidelines for parents on the use of photography at school events.

Any parent who works at the school, for example as a volunteer, must abide by this policy. The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents involved are aware of this policy and abide by it.

If parents wish to make a video recording of a school event (nativity, concert, drama production etc), prior permission must be obtained from the Headmaster, who will consider the situation with respect to this policy and the levels of consent given by parents of other children involved. Since it is difficult to ensure that parental consent is respected in these situations, and not appropriate to share the details of consent given for particular children with other parents, the Headmaster may refuse permission for a video recording of the event to be made. As an alternative, the school may make an official video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

### **Use of equipment**

Except with specific permission from the Headmaster, staff may not use their own cameras, phones or other equipment to take pictures in school or at school events. School cameras/ipods are available throughout the school for this purpose. Cameras/ipods are kept securely. Please ensure that batteries are recharged as appropriate for the next user. Users bringing personal devices in to the school must ensure there is no inappropriate or illegal content on the device. Staff must ensure that this policy is observed when using other equipment which can be used in connection with photographs (photocopier, scanner, printer, ipads etc.)

### **Editing and storage of photographs**

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images, particularly whilst kept on portable media such as flashcards and memory sticks. Staff are responsible for the security of such media and the images they contain and must take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

Images must at all times be kept on school equipment and storage media and not transferred to personal devices or internet storage facilities.

All images must be stored permanently only in the school's photograph archive on the school intranet (except where they form part of other approved school documentation, such as a record of achievement, display, brochure or official website), where they will be monitored by the DSL and Headmaster. Once sorted and edited, images must be transferred to the archive and deleted from other personal and school equipment and temporary storage media.

To maintain security and enable subsequent users to work effectively, images on flash cards and other portable media must be deleted once they have been transferred. Similarly, where cameras have the capacity to save images without the need for a removable card, these must be deleted after use.

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The use of images on the school's official Facebook page, website and other approved sites is carefully monitored by the Co-Curriculum Coordinator to ensure that it is in line with this policy and parental consent. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the DSL.

The DSL is responsible for liaising with the chair of the parents' association (or other delegated member of the association) to ensure familiarity with this policy and that images used on the association's Facebook page and in newsletters and other literature and media abide by this policy and respect the levels of consent given by parents in respect of photography.

Final responsibility for the appropriate use of photography at school and in connection with school events rests with the Headmaster and the DSL. They monitor school images and may require an image to be deleted, edited or removed from a particular document, website etc in accordance with the requirements of this policy.

The school assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

## **2. Use of mobile phones by members of staff, supply staff, volunteers, pupils and visitors**

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school campus and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

Other than boarders, no pupil may bring a mobile phone to school. The boarders' handbook provides information on the use of mobile phones by boarders. Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers, visitors and pupils is always appropriate and that the safeguarding needs of the pupils are met. Any concerns

should be discussed with the Headmaster or DSL. Concerns will be taken seriously, logged and investigated appropriately. Where a member of staff, visitor, volunteer or pupil has a mobile phone with the facility to take pictures, its use is subject to the policy on the use of cameras and the manipulation and storage of images, above.

- Staff should ensure that personal mobile phones do not adversely affect their duties at school and the pupils' education.
- In cases of emergency (for example a seriously ill relative) mobile phones may be left in the office, office staff should be alerted and the phone can be left switched on so that a message can be relayed.
- Staff may use their phone for personal matters at break and lunch times provided that (i) pupils are not present, (ii) they are not on duty and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties.
- A phone must be taken by members of staff engaged in particular school activities where it is important to maintain communication with the school office. These include:
  - Use of local offsite facilities – swimming pool, theatre, church,
  - Lessons at more remote parts of the school campus – sports fields, music annexe, forest school
  - Visits to the nursery
  - Educational visits and away sports fixtures
  - Breakfast Club and after school care
  - When on duty at the beginning and end of the school day
  - Situations where, by prior arrangement with the Headmaster, a single member of staff is directly responsible for a group of pupils and a second member of staff is “on call” nearby.
  - The school switchboard is used for all times of the day until 6.15pm after which, the surgery phone (same number) must remain switched on and must be carried by one of the members of staff on duty at all times.

Parents and visitors to the school should refrain from using their mobile phones inappropriately whilst on the school site. Further information can be found in the parents' handbook.

- By arrangement with the Headmaster, a member of staff's personal mobile phone may be designated as the means of communication for specific activities (i.e. those listed above). In such situations, it is expected that this policy will be observed in respect of personal use. The cost of calls made on school business will be reimbursed, provided that they can be identified on an itemised bill or otherwise.
- The use of mobile phones by staff whilst on school duties must respect national legislation and common courtesies. For example, they must not be used whilst driving and should be switched to silent at events and venues where this is expected.
- The school assesses the risk to pupils through the improper use of mobile phones to be very low. Staff and volunteers must ensure that their use of mobiles phones maintains this level of risk.

**All staff mobile phones are locked away in the EYFS settings.** Visitors to and parents of children in the EYFS setting are advised that no mobile phones or cameras can be used to take images.

## **14. USE OF REASONABLE FORCE AND PHYSICAL RESTRAINT; ACCEPTABLE PHYSICAL CONTACT**

### **1. The Legal Framework**

Physical Restraint should be limited to emergency situations and used only in the last resort. Under the Children Order 1995, it is only permissible as described under the heading "Physical Control". Article 4 of the Education Order 1998 clarifies powers that already exist in common law. It enables teachers and other members of staff in the school, authorised by the Headmaster, to use such force as is reasonable in the circumstances, to prevent a pupil from:

- Committing an offence
- Causing personal injury to, or damage to the property of, any person (including the pupil himself)
- Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among its pupils, whether during a teaching session or otherwise. (Examples of possible situations are given in Section 6) This policy draws on 'Use of reasonable force; Advice for Headmasters, staff and governing bodies' published by the DfE in July 2013 and KCSIE 2020.

### **2:1 Definition of restraint at Holmwood House**

Physical restraint is the positive application of force with the intention of protecting the child from harming himself or others or seriously damaging property.

### **2:2 General policy aims**

Staff at Holmwood House recognise that the use of reasonable force is only one of the last in a range of strategies available to secure pupil safety/well-being and also to maintain good order and discipline. Our policy on restraint should therefore be read in conjunction with our Behaviour and Child Protection policies.

### **2:3 Specific aims of the restraint policy**

- To protect every person in the school community from harm.
- To protect all pupils against any form of physical intervention that is unnecessary, inappropriate, excessive or harmful.
- To provide adequate information and training for staff so that they are clear as to what constitutes appropriate behaviour and to deal effectively with violent or potentially violent situations.

## **3. Why use restraint?**

Physical restraint should avert danger by preventing or deflecting a child's action or perhaps by removing a physical object, which could be used to harm him/herself or others. It is only likely to be needed if a child appears to be unable to exercise self-control of emotions and behaviour. It is not possible to define every circumstance in which physical restraint would be necessary or appropriate and staff will have to exercise their own judgement in situations which arise within the above categories. Staff should always act within the School's policy on behaviour and discipline, particularly in dealing with disruptive behaviour.

Staff should be aware that when they are in charge of children during the school day, or during other supervised activities, they are acting in loco parentis and should, therefore, take

reasonable action to ensure pupils' safety and well being. Failure to physically restrain a pupil who is subsequently injured or injures another, could, in certain circumstances, lead to an accusation of negligence. At the same time, staff are not expected to place themselves in situations where they are likely to suffer injury as a result of their intervention.

The school does not have a "no-contact" approach to pupil management, since this may leave staff unable to protect pupils. This section on reasonable force and physical restraint should, therefore, be read in connection with the section on physical contact, below. It is the intention of these policies to allow and support staff to make appropriate physical contact.

### **3.1 Alternative strategies**

There are some situations in which the need for physical restraint is immediate and where there are no equally effective alternatives (e.g. if a pupil is about to run across a road). However, in many circumstances there are alternatives e.g. use of assertiveness skills such as:

- the broken record in which an instruction is repeated until the pupil complies
- use of a distractor, such as a loud whistle, to interrupt the behaviour (such as a fight) long enough for other methods of verbal control to be effective
- withdrawal of attention (audience) e.g. if an action such as damage to property is threatened
- other techniques designed to defuse the situation, such as the avoidance of confrontation, or use of humour (in these cases the incident can be dealt with later when emotions are no longer running high)
- the employment of other sanctions consistent with the School's policy on behaviour.

### **3.3 Use of physical restraint**

Physical restraint should be applied as an act of care and control with the intention of re-establishing verbal control as soon as possible and, at the same time, allowing the pupil to regain self-control. It should never take a form which could be seen as a punishment. Staff are authorised to use reasonable force only in applying physical restraint, although there is no absolute definition of this, as what constitutes reasonable force depends upon the particular situation and the pupil to whom it is being applied. However, as a general rule, only the force necessary to stop or prevent the behaviour should be used, in accordance with the guidelines below.

There are some forms of physical intervention, which may involve minimal physical contact, such as blocking a pupil's path or the staff member physically interposing him or herself between the pupil and another pupil or object. However, in some circumstances, direct physical contact may be necessary. In all circumstances other methods should be used if appropriate or effective physical restraint should be a last resort.

KCSIE 2020 provides additional guidance that reasonable force may involve either *passive* physical contact, such as standing between pupils or blocking a pupil's path, or *active* physical contact such as leading a pupil by the arm out of the classroom.

When considering the use of reasonable force towards children with SEND or medical conditions, the risks should be carefully considered and reasonable adjustments made in relation to individual needs. Individual behaviour plans, personal health or medical plans and other forms of proactive behaviour support should be taken into account to reduce the need for reasonable force.



When physical restraint becomes necessary:

#### **DO**

- Tell the pupil what you are doing and why
- Use the minimum force necessary
- Involve another member of staff if possible
- Tell the pupil what s/he must do for you to remove the restraint (this may need frequent repetition)
- Use simple and clear language
- Hold limbs above a major joint if possible e.g. above the elbow
- Relax your restraint in response to the pupil's compliance

#### **DON'T**

- Act in temper (involve another staff member if you fear loss of control)
- Involve yourself in a prolonged verbal exchange with the pupil
- Attempt to reason with the pupil
- Involve other pupils in the restraint
- Touch or hold the pupil in sexual areas
- Twist or force limbs back against a joint
- Bend fingers or pull hair
- Hold the pupil in a way which will restrict blood flow or breathing e.g. around the neck
- Slap, punch, kick or trip up the pupil.

### **3.4 Actions after an incident**

Physical restraint often occurs in response to highly charged emotional situations and there is a clear need for debriefing after the incident, both for the staff involved and the pupil. **A member of the senior leadership team should be informed of any incident as soon as possible** and will take responsibility for making arrangements for debriefing once the situation has stabilised. An appropriate member of the teaching staff should always be involved in debriefing the pupil involved and any victims of the incident should be offered support, and their parents informed on the same day by the Headmaster (see below). A copy of the form in Appendix 5 must be completed by the member of staff involved and any adult witnesses on the same day as the incident and passed to the person reviewing the incident. In incidents where a member of SLT or the Headmaster is involved the Safeguarding Governor or a member of Governance must be informed.

If the behaviour is part of an ongoing pattern it may be necessary to address the situation through the development of a behavioural EHC plan, which may include an anger management programme, or other strategies agreed by the Learning Support Coordinator. It is also helpful to consider the circumstances precipitating the incident to explore ways in which future incidents can be avoided. All incidents should be recorded immediately. All sections of this report should be completed so that in the event of any future complaint a full record is available. The Headmaster (or, in his/her absence, a member of the leadership team) will contact parents as soon as possible after an incident, normally on the same day, to inform them of the actions that were taken and why, and to provide them with an opportunity to discuss it.

## **4 Risk Assessments**

If Holmwood House becomes aware that a pupil is likely to behave in a disruptive way that may require the use of reasonable force, Holmwood House will plan how to respond if the situation arises. Such planning will address:

- Management of the pupil (e.g. reactive strategies to de-escalate a conflict, holds to be used if necessary)
- Involvement of parents to ensure that they are clear about the specific action the school might need to take
- Briefing of staff to ensure they know exactly what action they should be taking (this may identify a need for training or guidance)
- Identification of additional support that can be summoned if appropriate.

## **5 Complaints**

A clear restraint policy, adhered to by all staff and shared with parents, should help to avoid complaints from parents. It is unlikely to prevent all complaints, however, and a dispute about the use of force by a member of staff might lead to an investigation, either under disciplinary procedures or by the Police and social services department under child protection procedures. It is our intention to inform all staff, pupils, parents and governors about these procedures and the context in which they apply.

## **6. When might it be appropriate to use reasonable force?**

Examples of situations that may require restraint are when:

- a pupil attacks a member of staff, or another pupil
- pupils fighting
- a pupil is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials, substances or objects
- a pupil is running in a corridor or on a stairway in a way in which he/she might have or cause an accident likely to injure her/himself or others
- a pupil absconding from a class or trying to leave school (NB this will only apply if a pupil could be at risk if not kept in the classroom or at school)
- a pupil persistently refuses to obey an order to leave an area
- a pupil behaves in such a way that seriously disrupts a lesson.

## **Acceptable Physical Contact**

It is inappropriate to rule out all forms of physical contact between adults and pupils in school. In many circumstances, particularly with younger pupils, physical contact is important in providing comfort, reassurance and trust. It is important, therefore, that acceptable parameters for physical contact are understood and followed. Staff should be careful that their actions do not lead to misinterpretation, making themselves vulnerable to accusations of inappropriate contact. In this context, this section should be read in conjunction with Section 10 (Safe Working Practice) of this policy and also the Bellevue employment manual.

General Principles:

- Physical contact should always be a response to the needs of the child, not the adult and should last only as long as is necessary
- It should take place only with the child's clear consent
- Adults should be aware of any religious or cultural practices or beliefs which may influence whether physical contact is acceptable

- Aspects of the curriculum, such as coaching in sport, music, drama and dance, may be more effectively taught through strategies which involve physical contact. However, these should be undertaken in a public arena, such as a class situation, and not in one-to-one tuition.

#### Specific Considerations

- The administration of first aid or medication may necessitate contact proximate to intimate areas of the body. In such circumstances, administration should be undertaken in a manner which respects the dignity of the patient by someone who is suitably qualified. Except with the youngest children, and thereafter, in accordance with age-appropriate expectations, administration should preferably be undertaken by someone of the same gender and a second adult should be present.

### **15. RADICALISATION AND EXTREMISM: THE ‘PREVENT’ STRATEGY**

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Extremism is the vocal or active opposition to fundamental values and includes calling for the death of members of the armed forces. The school is committed to supporting the ‘Prevent’ strategy in relation to radicalisation and extremism. It works to prevent children being drawn into supporting extremist ideas and terrorist ideology and to help them develop resilience to radicalisation. The Bellevue Safeguarding Governor is the governance committee’s ‘Prevent lead person’ and the DSL is the nominated member of staff to be the ‘Prevent lead person’ in school.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child’s vulnerability. Similarly, radicalisation can occur through many different methods (such as social media) and settings (such as the internet). However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. 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, which may include the DSL or deputy making a referral to the Channel programme

Further information on the Prevent duty can be found via the link in Appendix 2.

The school undertakes the following measures in relation to the ‘Prevent Strategy’:

- ‘Prevent’ is considered carefully as part of the school’s safeguarding procedures
- All staff and volunteers undertake training in respect of ‘Prevent’
- The DSL undertakes a higher level of ‘Prevent’ training in order to support staff, engage effectively with external agencies and follow reporting and information sharing protocols appropriately
- ‘Prevent’ is considered carefully in the appointment of new staff, volunteers and contractors and in the admitting of visitors and visiting speakers to the school
- ‘Prevent’ is a topic for governance, staff and SLT meetings
- There is a clear referral route through the DSL to ‘Channel’
- The school strongly promotes fundamental British values in curricular and extra-curricular activities and the promotion of the school’s ethos and aims.

- The school will work as required with other agencies, including the LADO, LSCB, Children's Services and 'Channel' with regard to the 'Prevent' agenda
- Computer systems have appropriate levels of filtering to ensure, insofar as is possible, that terrorist and extremist material is suitably controlled
- The school provides internet safety training for pupils, parents and staff and pupils are strongly supported to enable them to use the internet safely
- PSHCE lessons, assemblies and other areas of the curriculum and extra-curricular programme include topics to help develop pupils' resilience to radicalisation.

Should advice and support about extremism be needed, any member of staff can contact the non-emergency police number 101 or, if urgent, 999. There is also a DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and members of the governance team: 020 7340 7264 and counter-extremism@education.gsi.gov.uk.

Concerns about pupils who may be vulnerable to radicalisation can be referred to ESCB using their Person Vulnerable to Radicalisation referral form and emailed to Prevent@essex.pnn.police.uk.

## **16. VETTING VISITING SPEAKERS**

The school is aware of the potential risk to children through exposure to views of visiting speakers whose presentations may include material of an extremist nature or which contradicts the school's commitment to provide pupils with a balance of opposing political views. Accordingly, the school undertakes a range of measures to vet the content of presentations by visiting speakers. The level of checking will be determined by an assessment of the likely level of risk and may include the following measures;

- There is a formal procedure for inviting speakers which involves approval by the headmaster and a clear understanding of why the speaker has been chosen
- The visiting speaker will be asked to provide assurance that the content of the presentation does not include material of a radicalising or extremist nature and is not in any other way inappropriate for the pupils involved.
- Presentations, such a Powerpoint, will be required in advance and will be checked by the member of staff responsible and discussed with the speaker
- A briefing by the organiser will take place to ensure that visiting speakers understand they must abide by the school's equality commitments; that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material
- An understanding will be established that such talks and presentations will not be used to raise funds, without the prior written permission of the headteacher
- Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable
- Visiting speakers must arrive at reception in good time to book in, and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present
- Visiting speakers will always be accompanied. A member of staff will attend presentations to pupils and will be prepared to intervene, should the content stray from agreed expectations

- An appropriate level of checks, including an identity check, will be undertaken on visiting speakers, particularly any not previously known to the school. Most speakers will be well known to the school (parents, local professionals, religious leaders) and the school will be familiar with their standing and reputation. Where a speaker represents an organisation, for example, the fire service or a charity, identity checks will include verification of the speaker's connection with the organisation .
- The school's vetting procedures may include an internet search to check for links with inappropriate organisations or the expression of extremist views which would indicate that it would be inappropriate to address pupils at the school.
- All information about the visiting speaker and the booking process should be recorded on a 'Visitor's Form

After the presentation, an evaluation form should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future. Once a person has visited a school, future checks should be proportionate.

The above procedures apply at an appropriate level, to all situations where visitors present to the pupils, not simply formal talks, but also the more informal visits to class, covering topics from dental care to Diwali. The procedures are also followed where speakers visit at the invitation of pupils. Any such pupil invitation must be approved by a member of the SLT.

## **BOARDERS**

The school is essentially a day school with a significant and important boarding provision catering for weekly and flexi-time boarders in NC year groups 4, 5, 6, 7 and 8 (aged 8-13). Boarders have their own individual responsibilities associated with community living but they are never put in a position of responsibility for other boarders.

All boarding staff must be fully conversant with the school's Missing Child Policy which details methods of searching for and, if necessary, reporting any boarder missing from school.

Any member of the boarding staff is able to report concerns or allegations to Ofsted:

Telephone: 0300 123 4666

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Write: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Any member of staff will be given immunity from 'whistleblowing' in good faith.

## **TRANSPARENCY**

Holmwood House prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of Safeguarding are on our website, and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. We will never ignore an allegation of child abuse and will always follow up any

concerns thoroughly. Open communications are essential. Any deficiencies or weaknesses highlighted in child protection arrangements are remedied without delay.

## **17. REVIEWING THIS POLICY**

When reviewing this policy the school will draw on the expertise of staff in shaping the safeguarding arrangements and policies, to ensure that the school considers at all times what is in the best interests of the child.

Date created	July 2016
Date Reviewed (Bellevue)	6 July 2020
Date Reviewed (Holmwood)	17 August for implementation from 1/9/20
Amendments made	

## Holmwood House Child Protection (Safeguarding) Policy: Appendices

### Appendix 1 Helpful Information

This section is designed to provide information that facilitates understanding of key terminology and indicators:

**WHAT IS CHILD ABUSE?** Defined in the Government guidance KCSIE (September 2020)

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

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or another child or children.

There are four types of child abuse.

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**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 can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying is not defined as a form of abuse in WTSC but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse.

The following provides useful guidance on specific further categories of abuse;

### **Child Sexual Exploitation**

In February 2017 the DfE published updated guidance on Child Sexual Exploitation, in the form of an update to Working Together 2018. The updated guidance includes the following definition:

- Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Children may receive something in exchange for performing sexual activities. This can include food, accommodation, drugs, alcohol, cigarettes, affection, gifts, or money. Children rarely report child sexual exploitation, so it is important that staff are aware of the potential indicators. These include;

- Acquisition of money, clothes, mobile phones etc without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;



- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being

Staff have been made aware of the updated guidance and recognise that no school, community or social group is immune to the risk of child sexual exploitation, including online, and it can affect both boys and girls. Children can be perpetrators as well as victims.

Appendix 2 provides links to relevant documentation relating to child sexual exploitation.

### **Serious Violence and County Lines**

The school ensures that all staff are aware of indicators which may signal that children are at risk from, or are involved in, serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries.

Unexplained gifts of new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity; drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person, male or female, under the age of 18
- can affect any vulnerable adult over the age of 18
- can still be exploitation even if the activity appears consensual
- can involve force and/or enticement methods of compliance and is often accompanied by violence or threats of violence
- can be perpetrated by individuals or groups, males or females, and young people or adults
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources. The school ensures that staff are aware of the associated risks of serious violence and county lines and understand the measures in place to manage these. Links to advice for schools on preventing youth violence and gang involvement and on county lines are to be found in Appendix 2.

This [one page process map](#) sets out arrangements for CSE in Essex.

### **Domestic abuse**

The cross-government definition of domestic violence and abuse is: Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial and
- emotional.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Links to documents providing advice on identifying children who are affected by domestic abuse and how they can be helped are available in Appendix 2.

### **FGM (Female Genital Mutilation)**

FGM is a crime committed usually within the scope of honour-based abuse. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It has no health benefits and harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and hence interferes with the natural function of girls' and women's bodies. The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is newborn, during childhood or adolescence, just before marriage or during the first pregnancy. However, the majority of cases of FGM are thought to take place between the ages of 5 and 8 and, therefore, girls within that age bracket are at a higher risk. FGM is illegal in the UK. On the 31 October 2015, it became mandatory for teachers to personally report known cases of FGM to the police. Please refer to section 5, above for information on this mandatory duty and to Appendix 2 for relevant contact information.

For cases where it is believed that a girl may be vulnerable to FGM or there is a concern that she may be about to be genitally mutilated the staff will inform the DSL who will report it as with any other child protection concern.

### **Honour-Based Abuse (HBV)**

Honour-based abuse is a violent crime or incident which may have been committed to protect or defend the honour of the family or community, including FGM, forced marriage, and practices such as breast ironing. It is often linked to family or community members who believe someone has brought shame to their family or community by doing something that is not in keeping with their unwritten rule of conduct. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. 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. Honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture
- convert to a different faith from the family

Women and girls are the most common victims of honour-based violence. However, it can also affect men and boys. Crimes of ‘honour’ do not always include violence. Crimes committed in the name of ‘honour’ might include:

- domestic abuse
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against your will or taken somewhere you don’t want to go
- assault

If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the DSL or deputy. As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi agency liaison with police and children’s social care. However, if it is clear that a crime has been committed or the pupil is at immediate risk, the police will be contacted in the first place. It is important, if honour-based violence is known or suspected, that communities and family members are NOT spoken to prior to referral to the police or social care as this could increase risk to the child.

### **Children Missing From Education**

The school views absence as an issue related to both safeguarding and educational outcomes. Measures have been taken to adopt the additional admissions and attendance requirements which came into force on 5<sup>th</sup> September 2016 with a view to minimising the occurrence of children missing from education. Relevant staff have received training from the school’s safeguarding governor in the implications and implementation of these measures. The school liaises with and reports to the Local Authority, as required, on these matters and may take steps that could result in legal action for attendance, or a referral to children’s social care, or both. Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency ([Education Access Team](#), Social Care or Police). In accordance with the requirements of KCSIE 2020, the school holds, so far as is reasonably possible, more than one emergency contact number for each pupil.

Patterns of children missing education, particularly repeatedly, can be a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of the school’s unauthorised absence and children missing from education procedures. It is essential that they are assiduous in their prompt completion of attendance registers, liaise closely with the school office to resolve any unexplained absences, and report any concerns about absence to the DSL. A relatively short length of time a child is missing does not reduce risk of harm to that child, and all absence or non-attendance is

considered with other known factors or concerns. On a day-to-day basis administrative staff monitor registers for patterns of absence and the DSL/a member of SLT undertakes a regular review of attendance records to analyse for patterns and trends.

**The DSLs and staff consider the following, as appropriate:**

Children missing lessons:

- Are there patterns in the lessons that are being missed?
- Is this more than avoidance of a subject or a teacher?
- Does the child remain on the school site?
- Is the child being sexually exploited during this time?
- Is the child late because of a caring responsibility?
- Has he or she been directly or indirectly affected by substance misuse?
- Are other pupils routinely missing the same lessons, and does this raise other risks or concerns?
- Is the lesson being missed one that would cause bruising or injuries to become visible?

Children missing single days:

- Is there a pattern in the day missed?
- Is it before or after the weekend suggesting the child is away from the area?
- Are there specific lessons or members of staff on these days?
- Is the parent informing the school of the absence on the day?
- Are missing days reported back to parents to confirm their awareness?
- Is the child being sexually exploited during this day?
- Do the parents appear to be aware?
- Are the pupil's peers making comments or suggestions as to the whereabouts of the pupil?

Children with continuous days of absence:

- Has the school been able to make contact with the parent?
- Is medical evidence being provided?
- Are siblings attending school (either our or local schools)?
- Did we have any concerns about radicalisation, FGM, forced marriage, honour based violence, sexual exploitation?
- Have we had any concerns about physical or sexual abuse?

**Forced Marriage**

In the case of children: 'a forced marriage is a marriage in which one or both spouses cannot consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.' In developing countries 11% of girls are married before the age of 15. One in 3 victims of forced marriage in the U.K. are under 18. It is important that all members of staff recognise the presenting symptoms, how to respond if there are concerns and where to turn for advice. Advice and help can be obtained nationally through the Forced Marriage Unit and locally through the local police safeguarding team or children's social care. The school's policies and practices reflect the fact that, while all members of staff have important responsibilities with regard to pupils who may be at risk of forced marriage, they should not undertake roles in this regard that are most appropriately discharged by other children's services professionals, such as police officers or social workers.

Characteristics that may indicate forced marriage:

While individual cases of forced marriage, and attempted forced marriage, are often very particular, they are likely to share a number of common and important characteristics, including:

- an extended absence from school/college, including truancy;
- a dip in performance or sudden signs of low motivation;
- excessive parental restriction and control of movements;
- a history of siblings leaving education to marry early;
- poor performance, parental control of income and pupils being allowed only limited career choices;
- evidence of self-harm, treatment for depression, attempted suicide, social isolation, eating disorders or substance abuse; and/or
- evidence of family disputes/conflict, domestic violence/abuse or running away from home.

On their own, these characteristics may not indicate forced marriage. However, it is important to be satisfied that, where these behaviours occur, they are not linked to forced marriage. It is also important to avoid making assumptions about an individual pupil's circumstances or act on the basis of stereotyping. For example, an extended holiday may be taken for entirely legitimate reasons and may not necessarily represent a pretext for forced marriage.

### **Definition of harm & significant harm - adoption & children act 2002 (section 10)**

“Ill treatment or the impairment of health or development (impairment suffered from seeing or hearing the ill treatment of another).”

*‘Development’* means physical, intellectual, emotional, social or behavioural development.

*‘Health’* means physical or mental health.

*‘Ill treatment’* includes sexual abuse and forms of ill treatment which are not physical.

NB: The Adoption & Children Act 2002 s120 amended the definition of harm to include those instances where a child may witness domestic violence.

### **Recognition of significant harm.**

Significant harm includes an allegation of a sexual nature or parents whose behaviour may present risk because of:

- Domestic violence, drug and alcohol abuse and mental health problems
- Any physical injury caused by assault or neglect which requires medical attention
- Repeated incidents of physical harm
- Any contact with a person assessed as presenting a risk to children
- Children who live in low emotional warmth, high criticism environments
- Children who suffer from persistent neglect
- Children who may be involved in prostitution
- Other circumstances where professional judgement and/or evidence suggest a child's health, development or welfare may be significantly harmed.

### **Harm Test**

What is the harm test? There are occasions where a person may not have engaged in relevant conduct but there are still serious concerns which satisfy the harm test. To satisfy the harm test there needs to be credible evidence of a risk of harm to children or vulnerable adults such as statements made by an individual regarding conduct/behaviour, etc. For a case to be considered as a risk of harm, relevant conduct would not have occurred but there must be tangible evidence rather than a “feeling” that a person represents a risk to children and /or vulnerable adults. For example, a teacher who confides in their head teacher that they are

sexually attracted to children (but who had not engaged in ‘relevant conduct’) would satisfy the harm test.

### **Indicators of abuse**

#### **Physical:**

- Unexplained injuries, burns, bruises
- Finger marks
- Fear of undressing or medical help
- Improbable explanations for injuries
- Fear of returning home or parents being contacted
- Unexplained absence from school.

#### **Neglect:**

- Constant hunger
- Poor personal hygiene
- Inappropriate clothing
- Frequent lateness and non attendance
- Poor social relationships
- Constant tiredness
- Independent and street wise
- No parental support for education
- Compulsive stealing or scrounging.
- A child going missing from an education setting is a potential indicator of abuse and neglect.

#### **Emotional Abuse:**

- Fear of new situations
- Inappropriate emotional responses
- Self harm
- Reluctance to accept praise
- Low self esteem
- Lack of home support
- Depressed and withdrawn
- Social isolation – not joining in, and few friends.

#### **Sexual Abuse:**

- Bruises
- Scratches
- Bite marks on the body
- Persistent infections in the anal or genital area
- Any sexual awareness inappropriate to child’s age – shown in drawings, play, vocabulary
- Frequent masturbation
- Changes in behaviour
- Refusal to stay with certain people
- Self-harm
- Depression
- Low self-esteem
- Pregnancy.

**Recognition of abuse**

Be open to possibilities. Be aware – if you don't believe it is possible you will never see it. Don't jump to conclusions and look for credible non-abusive explanations, but recognise you may need to seek advice to evaluate the facts. Don't let your preconceptions of the family skew your judgement.

**The symptoms of stress and distress**

An abused child will usually show signs of stress and distress. Possible signs of abuse include, but are not limited to, those listed below. Many of these may, of course, have nothing to do with abuse, but are worth consideration in trying to understand the child's behaviour:

- A drop in school performance
- Aggressive or hostile behaviour
- Difficulties in relationships with peers
- Excessively affectionate or sexual behaviour towards adults or other children
- Regression to more immature forms of behaviour
- Self-harming or suicidal behaviour
- No reasonable or consistent explanation for a pupil's injuries, or a pattern of injuries
- Disturbed sleep

In addition to the information provided in Section 15 on Radicalisation and Extremism and in this section on Abuse, staff can refer to Annex A of KCSIE 2020 for information on further specific areas of concern about vulnerability, including,

- Children and the court system
- Children with family members in prison
- Child criminal exploitation
- Domestic abuse
- Homelessness

Staff should ensure that they are familiar with the information provided within Annex A of KCSIE 2020 and if they have any concerns report them to the DSL.

## Appendix 2 – Useful links and contact details

### School Contacts:

School - 01206 574305

Nursery - 01206 273827

Designated Safeguarding Lead: Francesca Bradbury fcb@holmwood.house

Deputy Designated Safeguarding Lead: Helen Mitchell hjm@holmwood.house  
(School)

Designated Safeguarding Lead (Nursery): Karen Travers karen.travers@holmwood.house

Bellevue Safeguarding Governor: Gregg Davies

Children & Families Hub (Monday –Friday 9am-5pm): **0345 603 7627**

Emergency Duty Team (out of office hours): **0345 606 1212**

LADO: **0333 013 9797**

### Independent Schools Inspectorate

Email: [info@isi.net](mailto:info@isi.net)

Telephone: 020 7600 0100

Fax: 020 7776 8849

Address: CAP House, 9-12 Long Lane, London, EC1A 9HA

### Ofsted

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Telephone: 0300 123 4234

Address: Piccadilly Gate, Store Street, Manchester, M1 2WD

### Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Email: [dbsdispatch@dbs.gsi.gov.uk](mailto:dbsdispatch@dbs.gsi.gov.uk)

Address: DBS, PO Box 181, Darlington, DL1 9FA

Telephone: 01325 953795

### ‘Keeping Children Safe in Education (September 2020) (KCSIE)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912592/Keeping\\_children\\_safe\\_in\\_education\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)

### Part 1 only is available separately here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912593/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf)



**Working together to safeguard children July 2019**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

Version of this guidance suitable for young people

<https://www.childrenscommissioner.gov.uk/publication/working-together-to-safeguard-children/>

Version of this guidance suitable for younger children

<https://www.childrenscommissioner.gov.uk/publication/guide-to-keeping-children-safe/>

What to do if you're worried a child is being abused (March 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

**Contact details for advice and support about extremism**

LA *Prevent* lead, in *Prevent* priority areas **Seema.Moules@essex.gov.uk**

Local police force, 101 (the non-emergency police number)

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

**Revised Prevent duty guidance for England and Wales:**

<https://www.gov.uk/government/publications/prevent-duty-guidance>

**Contact details for mandatory reporting of FGM to the police:** Call 101

NSPCC FGM Helpline: **0800 028 3550**

**DfE Guidance on Information Sharing**

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

**Further information on contextual safeguarding**

<https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>

**NSPCC Inform website**

<http://www.nspcc.org.uk/Inform>

Telephone: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**NSPCC Whistleblowing helpline**

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

Telephone: 0800 028 0285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Guidance for safer working practice for adults** who work with children and young people

<http://webarchive.nationalarchives.gov.uk/20100202180143/http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/>

**Office of the Children's Commissioner for England (OCC)**

<https://www.childrenscommissioner.gov.uk/>

Email: [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk) or  
[info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

### **Child Sexual Exploitation**

#### **Child sexual exploitation: definition and guide for practitioners;**

[www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners](http://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners)

#### **Child sexual exploitation: annexes;**

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591905/CSE\\_Guidance\\_Annexes\\_13.02.2017.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591905/CSE_Guidance_Annexes_13.02.2017.pdf)

### **Peer on Peer Abuse**

#### **DfE Guidance:**

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

#### **Advice from the UK Council for child internet safety:**

Sexting: How to respond to an incident:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/647389/Overview\\_of\\_Sexting\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/647389/Overview_of_Sexting_Guidance.pdf)

Sexting in schools and colleges:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/609874/6\\_2939\\_SP\\_NCA\\_Sexting\\_In\\_Schools\\_FINAL\\_Update\\_Jan17.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf)

#### **NSPCC Guidance on Harmful Sexual Behaviour:**

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/harmful-sexual-behaviour/>

Home Office guidance on preventing youth violence and gang involvement

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418131/Preventing\\_youth\\_violence\\_and\\_gang\\_involvement\\_v3\\_March2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf)

Home Office guidance on Criminal Exploitation of children and vulnerable adults: County Lines

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741194/HOCountyLinesGuidanceSept2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCountyLinesGuidanceSept2018.pdf)

### **Documents providing help in identifying and helping children who are affected by domestic abuse:**

NSPCC- UK domestic-abuse Signs Symptoms Effects

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/domestic-abuse/>

Refuge what is domestic violence/effects of domestic violence on children

<http://www.refuge.org.uk/get-help-now/support-for-women/what-about-my-children/>

Safelives: young people and domestic abuse.

<http://www.safelives.org.uk/knowledge-hub/spotlights/spotlight-3-young-people-and-domestic-abuse>

### **Appendix 3 - Sample Correspondence to Parents and Children Regarding Internet Use**

### ***Sample Correspondence to Parents***

#### **INTERNET USE**

As part of your child's curriculum and the development of their ICT skills, Holmwood House provides supervised access to the internet. We believe that the effective use of the internet and email is not only worthwhile but is an essential skill for children as they grow up in the modern world.

Although there are concerns about pupils having access to undesirable material, we have taken positive steps to reduce this risk in school. Our school operates a filtering system that restricts access to inappropriate materials and pupils are generally supervised when using computers.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet use, please do not hesitate to contact Helen Mitchell, Admission Registrar. Please read the rules for responsible internet use (attached to your email) and complete the consent form below so that your child may use internet and email at school.

#### **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

### ***Correspondence to Pupils***

#### **Holmwood House**

#### **Responsible Computer Use**

A comprehensive ICT Acceptable Use Policy forms part of the pupils' Prep Diaries. Pupils are guided through this policy in ICT lessons and are required to sign it during the first weeks of the school year.

### **Appendix 4 – Sample Photographic Consent Forms**

A Google Form is used to collect this information/consent.

### **Appendix 5**



## RECORD OF RESTRAINT

This form, once completed, should be handed to FCB.

Date of Incident:	Time of Incident:
Pupil Name:	DoB:
Member(s) of staff involved:	
Adult witnesses to restraint:	Pupil witnesses to restraint:

Outline of event leading to restraint:	
Outline of incident of restraint (including restraint method used):	
Outcome of incident:	
Description of any injury sustained and any subsequent treatment:	

Signatures of staff completing report:	
--	--

### TO BE COMPLETED BY FCB/AJM

Date/time parent/carer informed of incident:	
By whom informed:	
Outline of parent/carer response:	
Brief description of any subsequent inquiry/complaint or action:	

## Appendix 6

### ROLE AND RESPONSIBILITIES OF THE SCHOOL DESIGNATED SAFEGUARDING LEAD

#### Overview

The Designated Safeguarding Lead (DSL) is the first point of contact for any member of the school or nursery staff who has a concern about the safety and well being of a child.

They have responsibility to maintain an overview of safeguarding within the school, to open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in practice.

The DSL does not need to be a member of the teaching staff but should be a recognised member of the Senior Leadership Team with the required status and authority to carry out the requirements of the role. At the nursery, the DSL is a suitably qualified member of staff with the required training and understanding of the safeguarding requirements of the setting and is a member of the management team.

Because of the size and requirements of the settings, Deputy Designated Safeguarding Leads will be appointed as appropriate. The deputy is the first point of contact in the absence of the DSL to avoid any unnecessary delays in responding to a child's needs.

The DSL and Deputy are required to undertake child protection training every two years and should supplement this training by attending relevant workshops provided by Essex Safeguarding Children Board and reading e-bulletins received from ESCB. In addition, the DSL and DDSL undertake Prevent training.

#### Requirements

- To be available during school/nursery hours for staff to discuss any safeguarding concerns.
- To have the skills and ability to identify signs of abuse.
- To know how to refer concerns to the appropriate investigating agencies. Referrals to Essex Children's Social Care (Children and Families Operations Hub) should be made in accordance with current SET procedures working with the local authority and other agencies as required. Referrals do not require parental consent.
- To support staff who make referrals to Essex Children's Social Care (Children and Families Operations Hub).
- To refer cases to the Channel programme where there is a radicalisation concern as required.
- To support staff who make referrals to the Channel programme.
- To refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required, together with the Headmaster.
- To refer cases where a crime may have been committed to the Police as required, together with the Headmaster.
- To liaise with the Headmaster to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, to liaise with the 'case manager' and the LADO for child protection concerns for all cases which concern a staff member.
- To liaise with relevant agencies when deciding whether to make a referral.

- To understand the assessment process for providing early help and intervention.
- Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely.
- Offer support, advice and give a level of expertise to all members of the staff team.
- Ensure that all staff have access to and understand the Safeguarding Policy.
- To provide child protection training as part of the induction for all new staff in the school/nursery.
- To ensure that all staff have induction training covering child protection and are enabled to recognise and report any concerns immediately.
- To encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school puts in place to protect them.
- Contribute, in consultation with the Headmaster, to the annual review and update of the Safeguarding Policy and the presentation of this to the Board of Directors.
- Ensure that a copy of the School Safeguarding Policy is available for any parents via the school's website.
- Ensure that the Headmaster is updated on a regular basis about all issues and child protection investigations.
- Ensure that relevant safeguarding files are forwarded appropriately when a child transfers to another school. Any internally-held copies of the files should follow school policy.
- Lead the team who review and monitor any causes of concern relating to pupils which are raised in school.
- Ensure all staff have read Part One of the most recent version of KCSIE (including Annex A) and undertaken any e-learning modules as required by the school.
- To coordinate the implementation of the Prevent duty.
- To undertake additional training in relation to FGM to ensure that the DSL can be approached to discuss and direct difficult cases.
- To provide suitable training for all staff in relation to FGM.
- To ensure that the school is represented at, and that a report is submitted to, any child protection conference called for children on the school roll or previously known to them.
- To ensure any child subject to a Child Protection or a Child in Need plan, is monitored regarding their school attendance, emotional wellbeing, academic progress, welfare and presentation.
- To ensure the school is represented, provides appropriate information and contributes to the plan at Child Protection or Child in Need meetings where it is part of the core group.
- Having a role in the oversight of the school's e-safety provision, the teaching of online safety and the quality of the school's filtering and monitoring
- To attend the fortnightly meeting of the school's Safeguarding Team.
- To link with ESCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Take responsibility, when a child leaves the school, for ensuring that the child protection file is transferred securely to the new school as soon as possible and obtaining confirmation of receipt. Such a transfer of information should be separate from the main pupil file. In addition to the child protection file, the DSL should also consider if it would be appropriate to share any information with the

new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives. As a recipient of a child protection file from a previous school, the DSL must ensure that key staff, including the SENCO, are made aware as required.

**Considerations**

The school understands that the DSLs require sufficient time, funding, supervision and support to fulfil their responsibilities effectively and the need for regular reviews of their own practice and opportunities to discuss any concerns they may have about welfare and safeguarding matters. At the school, the Headmaster will provide opportunities for the DSL to reflect upon cases and to be debriefed at regular intervals and the nursery manager will ensure the nursery DSL is similarly supported.



### Appendix 7 - Holmwood House School and Nursery Referral Process

#### Holmwood House Safeguarding Procedures

Disclosure		Concern about a child: Early Help		Concern about a child: Risk of significant harm		Radicalisation and extremism		FGM		Allegation against a member of staff	
When a child reports abuse	When you have a concern about a child	When you believe a child is at risk of radicalisation or extremism.	If you are concerned about a child	If you have a concern about a member of staff in terms of safeguarding and child protection	If you 'know' of a case of FGM						
Listen; don't ask leading questions; don't promise confidentiality	Report your concern either using a Pink Concern form or via MyConcern without delay.	Report your concern either using a Pink Concern form or via MyConcern without delay.	Report your concern either using a Pink Concern form or via MyConcern without delay.	Report allegation to the Headmaster or nursery manager.	Report your concern either using a Pink Concern form or via MyConcern without delay.						
Report your concern either using a Pink Concern form or via MyConcern without delay.	DSL Triage	DSL Triage	DSL Triage		DSL						
DSL will decide whether to monitor, discuss with parents of...	DSL will decide whether to monitor, discuss with parents of...	DSL will decide whether to monitor, discuss with parents of...	DSL will decide whether to monitor, discuss with parents of...		DSL will decide whether to monitor, discuss with parents of...						
Contact Essex Children and Families Hub 0345 603 7627	Contact Essex Children and Families Hub 0345 603 7627	Contact Essex Children and Families Hub 0345 603 7627	Call 101 for advice/support or 999 in an emergency	Call 999 and inform DSL	Schools Director swade@blvive.com LADO 0333 013 9797						