



Teesside High School  
*Education as it should be*

## **Safeguarding and Child Protection Policy**

Date Revised/Reviewed:	September 2018
<b>Ratified by Governors:</b>	8 October 2018
Date of next Review:	September 2019

**Education**

## TEESSIDE HIGH SCHOOL.

<b>Policy Name</b>	Safeguarding and Child Protection Policy
<b>Purpose</b>	To provide clear direction to all staff and governors, and information to parents, in dealing with safeguarding issues.  <i>'Teesside High School is committed to ensuring the safeguarding of our pupils. This policy applies to all of the children in Teesside High School, including those in the EYFS setting.'</i>
<b>Applies to</b>	All adults, including volunteers who are working in, or on behalf of the school.
<b>Other associated policies and documents</b>	Staff Code of Conduct; Data Protection Policy; Mobile Phone Usage; ICT Acceptable Usage; Whistle Blowing; Prevention of Bullying, relevant Risk Assessments, the THS Single Central Register, Safer Recruitment. Keeping Children Safe in Education (KCSiE) September 2018 and Working Together to Safeguard Children 2018(DfE) Stockton Local Safeguarding Children Board (LSCB) Disqualification under the Childcare Act 2006 HM Gov. Information Sharing, July 2018

[See Appendix 1 for contact information and location of relevant documents]

### INTRODUCTION

**It is a requirement that all staff and governors have read the current DfE document *Keeping Children Safe in Education Part One, including Annex A (Sept 2018)***

A copy of this document is available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741315/Keeping Children Safe in Education 2018 Part One 14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741315/Keeping_Children_Safe_in_Education_2018_Part_One_14.09.18.pdf) and a hard copy is posted to Staff Room noticeboard.

Throughout this policy and a number of other policies, frequent references to the Designated Safeguarding Lead (DSL) are made. For clarification and ease of understanding by all members of the school community (including parents, all staff, governors and volunteers), the following section defines their roles and training.

Any information or personal data obtained in conjunction with this policy will be processed lawfully, in accordance with our Data Protection policy and under DPA 2018 and GDPR, in order for us to fulfil our contractual and/or legal obligations to you. Please refer to the School's Data Protection Policy for more information relating to how the School processes your personal data and your rights.

### Designated Safeguarding Lead

The Designated Safeguarding Leads (DSL) are externally trained in child protection and inter-agency working which is provided by the local Social Services Department or an external welfare agency acceptable to LSCB on a two- year cycle.

DSLs are a point of contact and will liaise with our local Safeguarding partners at the Hartlepool Children's Hub (CHUB) and any other agencies as appropriate.

All other staff and governors receive training in child protection regularly in line with advice from the Stockton LSCB. The training content for DSL is set out in annex B of KCSiE and covers inter-agency working, participation in child protection case conferences, supporting children in need, record keeping and promoting a culture of listening to children.

The lead DSLs attends Stockton LSCB termly Safeguarding Forums. These cover many current and relevant issues including; specialist provision on Prevent and Serious Case Reviews.

All new members of staff, Governors, temporary staff and volunteers are given Safeguarding training by the DSLs. This will include:

- The Teesside High School Safeguarding & Child Protection Policy
- The Staff Code of Conduct, which includes the Whistleblowing procedure.
- School Behaviour, Discipline, Sanctions and Rewards Policy
- The identity of the Senior DSL and other DSL's
- A copy of Part 1 of KCSiE and Annex A
- They will be made aware of our local safeguarding partners (Hartlepool CHUB) arrangements and relevant training opportunities available through them.

### Personnel

- **Miss Nicola Stephens, Deputy Head (Pastoral) and a member of the Senior Leadership Team** is the Senior Designated Safeguarding Lead (DSL) for child protection throughout all sections of the school. ([nstephens@teessidehigh.co.uk](mailto:nstephens@teessidehigh.co.uk)). She can be contacted via School Reception.
- **Mrs Carolyn Williams** Deputy Designated Safeguarding Lead including EYFS) ([cwilliams@teessidehigh.co.uk](mailto:cwilliams@teessidehigh.co.uk)). She can be contacted via the School Reception.

Other Designated Officers are:

- **Mrs Andrea Hannah** (DSL responsible for EYFS).
- **Mr Peter Herbert** (DSL Site Manager, for out of term-time Holiday Club provision).
- **Mrs Elle Conroy** (DSL, Senior School Pastoral Support Officer)

Governor with responsibility for Safeguarding

- **Mr Bob Stone** is the Nominated Governor. ([bstone@teessidehigh.co.uk](mailto:bstone@teessidehigh.co.uk))

### AIMS OF THE SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURE

At all stages in a child's education, the well-being and self-esteem of the individual are paramount at Teesside High School. In particular the school has regard to the principles of KCSiE September 2018, ensuring early help and the child's best interests are a priority, the *'Every Child Matters Agenda'*, and in particular; Being Healthy, Staying Safe and, Social and Economic Well Being.

Teesside High School will:

- create and maintain a safe environment for children and young people;
- help children to understand what is and is not acceptable behaviour towards them;
- teach children about staying safe from harm, including online;
- teach them how to speak up if they have worries or concerns;

Through their day-to-day contact with children, all staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the designated officer (DSL)

At all times the school will comply with the recommendations and regulations as prescribed from time to time in the current DfE publication *Keeping Children Safe in Education* or any subsequent publication alongside Working Together 2018 document. They will also follow procedures in accordance with *The Practitioner's Handbook* produced by the Stockton-on-Tees Local Safeguarding Children's Board. This is available at <https://www.stockton.gov.uk/children-and-young->

## Definitions

Teesside High School recognises three categories of safeguarding concern

- Early Help – where a child is not deemed to be at risk of immediate harm an Early Help Assessment (formally CAF) is recommended. Early Help is a collaborative approach to ensure young people receive help at an early stage from universal services to reach their potential. A request for assessment can be raised by contacting the EHA team on 01642 526526.

Potential signs or additional vulnerabilities for a child in need of Early Help include (from Working Together 2018):

- 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 into 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 at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child

- Child at risk and or Child in Need– refer to Social Services at the Children’s Hub immediately
- Child suffering abuse – refer to Social Services at the Children’s Hub immediately.  
In both of these cases staff should do everything they can to support social workers and continue to keep the child’s circumstances under review, involving DSLs and SDSL as required.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy, in accordance with the current *Keeping Children Safe in Education, Part 1, September 2018*, including **all** pupils on school roll regardless of age (may be over 18) as:

- protecting children from maltreatment;
- preventing the impairment of children’s 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.

Protecting children from maltreatment is;

- important in preventing the impairment of health or development, though that in itself may be insufficient to ensure that children are growing up in circumstances consistent with the provision of safe and effective care. These aspects of safeguarding and promoting welfare are cumulative.

Child protection is;

- a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Child abuse is;

- 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 (e.g. via the

internet). They may be abused by an adult or adults or by another child or children.

- **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 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.

**Thresholds of referral:** A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm.

## Specific safeguarding issues

- **All** staff should have an awareness of safeguarding issues, some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancing and sexting put children in danger. Staff should also be aware of the additional vulnerability to abuse of those pupils with SEND.
- **All** staff should be aware that safeguarding issues can manifest themselves via **peer on peer abuse**. This is most likely to include, but may not be limited to, bullying (including cyber bullying), gender- based violence/sexual assaults, initiation/hazing and sexting. Staff should deal with any peer on peer abuse in line with safeguarding, bullying, and behaviour, discipline and sanctions policies at Teesside High School. Staff should be aware that peer-on-peer abuse can be described as 'banter'. This is unacceptable.
- Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, information for schools can be found on the [TES](#), [MindEd](#) and the [NSPCC](#) websites. Teesside High School staff can access government guidance as required on the issues listed below via GOV.UK and other government websites:
  - [bullying including cyberbullying](#)
  - [children missing education](#) – and Annex A
  - [child missing from home or care](#)
  - [child sexual exploitation \(CSE\)](#) – and Annex A
  - [domestic violence](#)
  - [drugs](#)
  - [fabricated or induced illness](#)
  - [faith abuse](#)
  - [female genital mutilation \(FGM\)](#) –and Annex A
  - [forced marriage](#)- and Annex A
  - [gangs and youth violence](#)
  - [gender-based violence/violence against women and girls \(VAWG\)](#)

Annex A of KCSiE September 2018 contains important additional information about specific forms of abuse and safeguarding issues. School leaders and all those staff who work directly with children at Teesside High School should read the annex.

### **Children Missing from Education (CME);**

- any child failing to attend school regularly, or who has been absent without school's permission for a continuous period of 10 school days or more. The risks associated with children going missing in education is given more prominence in the latest KCSiE. The School, through either the Deputy Head, Pastoral (Senior School), or Director of Prep School has a responsibility to report any such children and families to the Local Authority Attendance and Exclusion Team Manager. The School's responsibility in this area also extends to:
  - parents who choose to home educate their children;
  - families who move away from the area;
  - children who are medically unfit to attend school;
  - children who are permanently excluded
  - children who are in custody for more than four months;
  - children who 'run away' from home or go missing.

### **Preventing Radicalisation is;**

- children who are at risk of radicalisation or being drawn into or supporting terrorism and forms of extremism.

### **Signs or symptoms of abuse**

The following list is by no means exhaustive, but contains the most commonly displayed signs of abuse:

- significant changes in behaviour
- deterioration in general well being
- unexplained bruising, injuries or marks
- signs of neglect
- comments which children make which give cause for concern
- reluctance to go home
- unusual behaviour, tiredness, inability to concentrate
- sexually explicit during play, or in their use of language or in role play
- refusal to communicate, extremely withdrawn
- persistent complaints of stomach pains, enuresis soiling
- self-mutilation, excessive attention seeking
- truancy or running away from home
- receipt of expensive 'gifts' such as clothing, mobile phones, money (with particular relevance to Child Sexual Exploitation)
- voiced opinions on extremist themes in lessons and discussions.

A fuller list of signs of abuse is available at 'What to do if you're worried a child is being abused' (DfE) [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)

### **PROCEDURES**

The Designated Safeguarding Lead (or deputy DSL) will be informed immediately by an employee of the school, pupil of the school, parent of the school or other persons, in the following circumstances:

- If they believe a child is in need of Early Help taking action where necessary
- Suspicion that a child is at risk of being harmed.
- There is evidence that a child is being harmed.

It is important that staff should:

- Not assume a colleague or other professional will take action and share information that might be critical in keeping a child safe

- Be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about safety and welfare of children (at any stage of problems occurring - early, or when they are already known to social care)
- Not let fears about sharing information stand in the way of the need to promote welfare and protect safety of children
- Understand that DPA 2018 and GDPR do not prevent or limit the sharing of information for purposes of keeping children safe
- Be aware of information sharing advice which includes the seven golden rules for sharing information (see Appendix 4 of this document)
- Speak to DSL or SDSL if in doubt about sharing information.

## **PROCEDURE TO FOLLOW IN THE CASE OF SUSPICION AND MAKING REFERRALS (including children at risk of being drawn into terrorism)**

**Anyone (not only Teesside High staff) can make a referral.**

**If the allegation involves a member of staff (in any context, including volunteers).**

- The Head must be informed immediately, or in her absence the Chair of Governors, and keep a detailed written and dated record of the event. Staff should be reassured that they have immunity from 'whistleblowing' in good faith, (please refer to Whistleblowing Policy). The Head must not undertake their own investigation prior to consultation with the LADO or the Police (in most serious cases), which must be, within 24 hours, one working day, of the allegation being received or suspicion reported. This will be without telling the subject of the allegation or suspicion. This process should avoid all unnecessary delays. In borderline cases or if the Head/Chair of Governors have any doubts about their decision to report, discussions with the LADO can be held informally and without naming the school or individual.
- If the allegation is about the DSL, it must be reported to the Head. If the allegation is about the Head, they must be reported to the Chair of Governors, this contact must be made without the Head being informed.
- Immediate contact should be made with the LADO to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Discussions should be recorded in writing, and communication with both the individual and parents of the child/children agreed. The School must consider carefully whether the circumstances of the case warrant suspension of the member of staff or whether alternative arrangements should be put in place. The School will give due weight to the views of the LADO and this policy when making a decision about this.
- The following definitions should be used when determining the outcome of allegation investigations:
  - ❖ Substantiated: there is sufficient evidence to prove the allegation;
  - ❖ Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
  - ❖ False: there is sufficient evidence to disprove the allegation;
  - ❖ Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
  - ❖ Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.
- Since 1st October 2012, there are restrictions on the reporting or publishing of allegations against teachers. The School will make every effort to maintain confidentiality and guard against unwanted publicity. This restriction will apply to the point where the accused person is charged with an offence, or the DfE/TRA publishes information about the investigation or



decision of a disciplinary case.

- Staff need to be supported to challenge decisions by other agencies; therefore, Staff will be supported to follow through their concerns in respect of safeguarding children. Staff will be empowered to discuss matters with their managers and positively challenge other agencies to improve safeguarding arrangements for children and young people.

#### **If the allegation of abuse is against another pupil(s) (Peer on Peer Abuse)**

- For children deemed not to be in danger of suffering significant harm or danger and those who are in need of additional support from one or more agencies, the procedure followed should lead to inter-agency assessment using local processes, including use of the Early Help Referral System (EHA), formally TAC and CAF. When there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm any member of staff or an adult who is not a member of the school staff (in any context, including volunteers), must inform a Designated Safeguarding Lead (DSL) immediately and keep a detailed written and dated record of the event. The case must be referred to the local authority as a child protection concern within 24 hours, one working day, and that in cases of serious harm the police must be informed from the outset.

#### **The Threshold for referrals:**

- Whilst guidance places responsibility of making decisions about referrals with the DSL, care must be taken not to impose high thresholds for such referrals in practice. Borderline cases should be referred in line and with informal advice from the LSCB (LADO and Children's Hub details found at Appendix 1). Guidance notes in KCSIE outline the importance of children receiving the right help at the right time to address risks and prevent issues escalating. It also refers to the importance of acting on early information and referring early signs of abuse, neglect and radicalisation, keeping clear records, listening to views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging inaction. Any member of staff can and should, make a referral for reconsideration if they feel the child's situation does not appear to be improving (see contacts in Appendix 1).
- A failure to report externally by a school must be investigated by the local authority and, if justified, appropriate action taken (such action to be determined according to the legal framework).
- A failure to report internally by staff must be investigated by the school and, if justified, appropriate action taken (this could range from disciplinary proceedings, a referral to the Teaching Regulation Agency or a referral to the Disclosure and Barring Service).

#### **Listening to Children**

Children who disclose to a teacher (or other member of staff) that they are victims of abuse must be listened to and heard, whatever form their attempts to communicate their worries take.

When recording an allegation or description of an incident, close adherence to the following points is crucial at all stages of an investigation, whoever undertakes this. At no point in the recording should a pupil be promised secrecy or confidentiality, either by implication or statement. The child should be reassured that the matter will be disclosed only to people who need to know about it. The support needs of a child who express concerns about significant harm should be considered and met, utilising resources within and/or beyond the school as necessary. This is in accordance with the local procedures agreed with Stockton Borough Council and the Hartlepool Children's Hub. Account should be taken of the age and understanding of the child and whether the child or other children may be at risk of significant harm.

- It should be factual.
- It should not include personal comment or opinion;
- It should include a verbatim account of anything said by the child
- It should include any relevant background information (including dates, times, places, who was present etc.)
- It should not include any leading questions.
- It should reflect that the child is being listened to, not interviewed. This includes not suggesting that there are alternative explanations for their concerns or worries.
- The child should not be interrupted when recalling significant events.
- Care should be taken that assumptions are not made about what the child is saying, and in not seeking to make interpretations.

In addition:

- Do not discuss the matter with parents/carers or the person accused of the abuse.
- The written record should be signed and dated by the person who received them.
- All subsequent actions should be recorded.

In the case of pupils identified as being at risk of radicalisation, Teesside High School will consider the level of risk to identify the most appropriate referral. This could include Channel or Children's Social Care, e.g. Hartlepool Children's Hub

Although decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, would normally be taken in consultation with parent(s) and pupil, their consent is not required for a referral when there are reasonable grounds to believe a child is at risk of significant harm.

In the case of FGM, from October 2015, it is mandatory for teachers to report to the police cases where they discover that an act of FGM appears to have been carried out or believe this is about to be carried out. Unless the teacher has good reason not to, they should still consider and discuss such a case with the DSL and involve children's social care as appropriate.

### **Prevent Strategy**

In addition to the procedures already covered in this policy in relation to protecting children from radicalisation and being drawn into terrorism, there are additional safeguards and procedures in place to safeguard children.

- All visiting speakers, whether invited by staff or pupils, are suitably and appropriately supervised throughout their visit.
- The School also has suitable levels of filtering and network monitoring to ensure that pupils are safe from terrorist and extremist materials. Regular checks are made on pupils' personal devices to ensure they do not use VPN's and this is reinforced in assemblies, PSHE, parental meetings and School correspondence.
- All staff will be asked to complete the Channel general awareness training online at [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html) and print and submit their certificate of completion within one term of starting their employment. This training should be refreshed.

### **Looked After Children (LAC)**

The School should ensure that staff have the skills, knowledge and understanding necessary to keep safe those children who are looked after by the Local Authority. This includes ensuring staff have the information they need about the child's status, contact arrangements with parents, care arrangements

and delegated authority carers. This will be led by DSL who will hold key information.

## **ROLE AND RESPONSIBILITIES OF THE SENIOR DESIGNATED SAFEGUARDING LEAD (SDSL)**

### **Referrals**

- The case should be referred to the local authority as a child protection concern within 24 hours, one working day, and that in cases of serious harm the police should be informed from the outset. For children deemed not to be in danger of suffering significant harm or danger and those who are in need of additional support from one or more agencies, the procedure followed should lead to inter-agency assessment using local processes, Early Help Assessment Team, including use of the Team around the Child (TAC) approaches.
- Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies.
- Liaise with Head to inform her of any issues and ongoing investigations and ensure there is always cover for this role.
- Understand the relevance of sharing information, both within school, with local safeguarding partners, other agencies, organisations and practitioners.
- In the case of a child in the EYFS, inform OFSTED within 14 days 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

### **Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of Stockton Borough Council's procedures, the conduct of a child protection case conference, and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the School's Safeguarding and Child Protection Policy, including Part 1 Annex A of KCSIE, particularly new or part time staff who may work with different educational establishments.
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise. All new members of staff will receive a copy of the Child Protection Policy (which includes arrangements for CME), the behaviour policy, Staff Code of Conduct, KCSIE Pt One and Annex A and be introduced to SDSL and DSLs.
- Be able to keep detailed, accurate and secure written records of referrals/concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.
- To identify any weaknesses in these procedures and provide remedies without delay.

### **Raising Awareness**

- Ensure the School's Safeguarding Policy and procedures are updated and reviewed annually. Including working with the governing body and ensuring that full and adequate discussion of Safeguarding issues take place.
- Ensure parents are able to examine copies of the Safeguarding Policy and procedures. Alert them to the fact that referrals may be made and the role of the school in this process so as to minimise any conflict later.
- When children leave the School, ensure that their child protection file is copied for the new establishment as soon as possible, but transferred separately from the main pupil file.

### **Confidentiality**

- All child protection records must be kept centrally in the Head's office, in a locked filing cabinet. These records must not be kept with the child's general records. No records, letters or information supplied by other agencies or previous schools should be shown or available to

- parents by the School.
- A blue sticker will be placed at the top right-hand corner of the child's general file to indicate further information is held.

Access to these records within the School must be restricted:

- Anyone needing to see these records should consult the Head for permission.
- The Head will keep a written dated list of those who have had access.
- Anyone who needs to remove one of these records (e.g. for a case conference) should sign for it in a book kept by the Head.
- The DSLs and SDSL should understand the relevant data protection legislation and regulations (especially DPA 2018 and GDPR)

### **Training Programme**

- All employees: annual update/policy and procedure review training in Autumn Term, led by SDSL.
- All new employees: to have safeguarding training incorporated into the Induction Programme.
- All contractors (e.g. transport, Duke of Edinburgh): to distribute Safeguarding policy and training details their Senior Person annually. The manager to attend Child Protection training as at 1 above.
- Other DSL's, Deputies and Governor: to review external Child Protection training at least biennially, content determined by KCSIE 2018
- Designated Senior Leads to be trained formally by SLSCB or suitable external agency at least biennially and/or attend termly Safeguarding Forums and Serious Case Reviews.
- All employees and volunteers to be trained in Child Protection regularly in line with advice from Stockton LSCB. and Safeguarding First. The SDSL/Head's PA shall keep a record of all training undertaken.

### **ROLE AND RESPONSIBILITIES OF THE OTHER DESIGNATED SAFEGUARDING LEADS(DSLs)**

- To maintain close contact by reporting all incidents to Senior Designated Safeguarding Lead.
- To be a point of contact and support for all staff in cases of suspicion or disclosure.
- To set up and co-ordinate an agreed monitoring system within the School.
- To ensure that there is support within the School for the children who have been abused.
- To familiarise themselves with the Stockton-On-Tees Procedures File and understand the importance of sharing information both with School and with local safeguarding partners, other agencies, organisations and practitioners.

### **ROLES AND RESPONSIBILITIES OF THE GOVERNING BODY**

Teesside High School has appointed a Safeguarding Governor at senior board level, Mr Bob Stone to support the Senior Designated Safeguarding Lead in her role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity, challenge the safeguarding activity and ensure the Senior Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development.

The Head and the Nominated Governor, Mr Bob Stone, will review the policies and procedures relating to safeguarding children on at least an annual basis, together with a review of the efficiency with which the duties described herein are discharged. They should be prepared to supply information as requested by local safeguarding partners as well as ensuring induction and training for staff is in line with advice from local safeguarding partners.

- This will take place at the Education meeting in September following a review by the SDSL.
- Safeguarding is also a standing item for this committee at every meeting where a written report is given by the SDSL; this is open to scrutiny and challenge at this level.

- Safeguarding is also a standard at full board meetings where reviews of policy, procedures and effectiveness of implementation are further reviewed.
- Findings and recommended changes to the whole school policy and procedures are then discussed and agreed with all members of the full governing body, who have collective responsibility for this area. This takes place at every full board meeting.
- Minutes from committee and Board meetings should be sufficiently detailed to demonstrate the depth of review.
- With regards Data Protection, the governing body should have due regard to data protection principles and be confident of the processing conditions under DPA 2018 and GDPR, storage and sharing of information for safeguarding purposes including 'special category data'
- They should also be aware that DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allow practitioners to share information (e.g. without consent if gaining it would place a child at risk)

In addition, the nominated governor will;

- Ensure that governing bodies receive training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.
- Ensure that they liaise with the local authority and/or local safeguarding parties, partner agencies on issues of child protection and in the event of allegations of abuse made against the Head or member of governing body.
- Ensure that the appointed member of the Governing Body for Safeguarding holds the Head to account on all matters involving safeguarding through an effective Child Protection Policy that is embedded and followed by the entire workforce in all of the above raised areas.
- Ensure SDSL prepares and presents detailed, accurate reports to Education sub-committee which are open to scrutiny and challenge at that level.

Parents may request a copy of the School's Safeguarding Policy and the Safer Recruitment Policy. Both these documents are published on the school's website:

<http://www.teessidehigh.co.uk/school/policies.html> and available in hard copy by request from the Heads PA. The school has a policy that any changes, amendments, deficiencies or weaknesses in Safeguarding arrangements are remedied without delay, once identified. This includes updates or changes required by local and central government departments.

If there has been a substantiated allegation against a member of staff, the school will work with the LADO to determine whether there are any improvements to be made to the school's procedures or practice to help prevent similar events in the future.

#### **RETENTION OF DATA RELATING TO ALLEGATIONS OF SEXUAL ABUSE**

Records will be preserved by THS which contain information about allegations of sexual abuse for IICSA for the term of the inquiry

All other records about allegations against staff should be retained until the accused has reached normal pensionable age or a period of 10years from the allegation if that is longer.

#### **WHOLE SCHOOL BEST PRACTICE WITH REGARDS TO PHOTOGRAPHIC EQUIPMENT AND MOBILE PHONES (with particular emphasis on EYFS)**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, there are individuals who abuse children through taking, using and manipulating images. The School must ensure that safeguards are in place.

To protect children, we will:

- obtain parents' and carers' consent for photographs to be taken or published (for example, on our website or in newspapers or publications). This permission is then recorded on the School MIS;
- use only the child's first name with an image

- ensure that children are appropriately dressed
- ensure that only the School's designated camera and equipment is used
- ensure parents and carers are not permitted to take photographs of children in School or out of school at an event or trip with a camera or mobile phone, unless prior consent has been obtained by the Director of Prep. This could include, for example a special event, such as a play, concert or presentation
- ensure all cameras and mobile phones used are open to scrutiny.
- **In EYFS** neither staff nor children may use their own mobile phone or camera to take photographs within our EYFS setting, nursery and up to Reception year in school (see Staff code of conduct)

## RECRUITMENT OF NEW STAFF

There is a separate Safer Recruitment Policy which deals with this in detail.

The main points are:

- All new staff, full time or part time should be appointed in accordance with the current DfE guidelines and requirements of KCSIE, including a check through the Disclosure and Barring Service (DBS), the Barred List, as well as a check of the prohibition list (as of April 2014), prior to confirmation of their appointment. The school will also be required to check:
  - Verification of identity
  - Academic and vocational qualifications
  - References including a telephone check
  - Previous employment history including any gaps in employment
  - Health and physical capacity for the job
  - The right to work in the UK
  - Disqualification from Child Care checks (as appropriate)

These checks should also include agency and third- party supply staff.

KCSIE is now clear that being subject to a section 128 direction prohibits a person from taking part in the management of an Independent School. This should be checked for within the DBS check where 'children's workforce independent schools' is specified in the application for the check. The positions considered 'management' are clearly outlined on P34 of KCSIE 2018.

Any individual with interim prohibitions is also prevented from carrying out teaching work at THS as outlined in KCSIE.

The School will also ensure that all persons working within the school for sub-contracted agencies, i.e. ballet school teachers, careers advisors, Duke of Edinburgh providers, have such checks verified by their respective agencies before they come onto the School site.

Appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on site and off site (for example, in a separate institution); the School will seek assurance from the other organisations that checks are in place

At least one SLT member is trained in Safer Recruitment practice, as recommended in the current DfE guidance *Keeping Children Safe in Education (KCSIE)*.

In the event that any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children, the School will report the matter to the DBS as soon as possible after the person leaving. The School should consider making a referral to National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been had they not resigned) and a prohibition order may be appropriate.

The circumstances such an order would be considered are;

- unacceptable professional conduct
- conduct that may bring the profession into disrepute
- conviction, at any time, for a relevant offence.

Further guidance on this issue is published on the NCTL website. In this context, ceasing to use a person's services includes;

- dismissal
- non-renewal of a fixed term contract;
- no longer engaging/refusing to engage a supply teacher provided by an employment agency
- terminating the placement of a student teacher or other trainee
- no longer using staff employed by contractors
- no longer using volunteers
- resignation
- voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering.

It is important that reports include as much evidence about the circumstances of the case as possible. Failure to make a report constitutes an offence. Where a dismissal does not reach the threshold for DBS referral, separate consideration must be given to an NCTL referral.

Compromise agreements cannot apply in this connection or where the individual refuses to cooperate with an investigation. The School has a legal duty to respond to requests from the DBS for information they hold already, but they do not have to find it from other sources.

### **Placements outside the School**

On occasions when pupils are placed in settings outside of normal school, such as work placements, exchange visits or stays at residential sites for educational purposes; employers and providers need to be made aware of safeguarding issues. An excellent resource is, *Safeguarding young people on Work-Related Learning including Work Experience* from the Dept for Children, Schools and Families (2010).

### **STAFF PROFESSIONAL CONDUCT**

#### **(to be read in conjunction with the Staff Code of Conduct)**

All staff are made aware that inappropriate behaviour with, or towards children is unacceptable. In particular the Sexual Offences Act 2003, which states it is an offence for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This duty of care extends and is applied also to those aged 18 years who are still pupils at the School. Staff will also refer to the Staff Code of Conduct for Teesside High School staff and their Job Descriptions which detail clear guidelines for professional behaviour.

Staff and volunteers need to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (e.g. in one-to-one tuition particularly specialist music and sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication with a pupil, etc).

It is unrealistic to suggest that teachers should never touch pupils and they and other staff in schools have the right to use **reasonable force** to control or restrain pupils in certain circumstances.

Staff also have the right to use a **reasonable level** of contact in order to comfort or console distressed children. Staff need always to be aware however of the possible implications of any contact with a child or young person.

Specific guidelines are given in the DfE The Use of Force to Control or Restrain Pupils.

<http://www.education.gov.uk/aboutdfe/advice/f0077153/use-of-reasonable-force>

## **DISQUALIFICATION UNDER THE CHILDCARE ACT (Regulation amended in line with KCSIE Sept 2018)**

The School will not knowingly employ people to work in childcare in the EYFS setting (children from birth up to the 1 September after their fifth birthday) or allow them to be directly concerned with its management, if they are 'disqualified'. This applies to all EYFS provision during and outside school hours, including in school nursery and reception classes. The same responsibility extends to after school care for children under the age of 8.

The School will check whether those staff who fall into this category are checked or ensure that others have done so.

The grounds for disqualification include, in summary:

- Being on the DBS Children's Barred List
- Being cautioned for, convicted of, or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- Being the subject of certain other orders relating to the care of children
- Refusal or cancellation of registration relating to childcare or children's home or being prohibited from private fostering
- Overseas convictions.

To fulfil our duty with this, the School will,

- Inform **relevant** people of the legislation
- Take steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified
- Keep records, confidentially held by the Head's PA, of staff employed to work in or manage relevant childcare and including the date disqualification checks were completed.

### **The School will remind staff annually of their duties to disclose the relevant information.**

More information on this subject is available at

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>  
or through ISI.

## **CURRICULUM**

The School provides many opportunities for all pupils to be taught about staying safe from harm, the dangers of radicalisation and extremism, and how to speak up if they have worries or concerns. The options available to them are:

- The PHSEE, Citizenship Programme and SEAL programme (in the Prep School)
- Careers, Health, PHSEE (including eSafety) and Citizenship (in the Senior School)
- Subject specific curriculum schemes of work, (including ICT with regards to eSafety and radicalisation)
- Visiting speakers
- Charitable Events
- Assemblies
- Information is in Senior School Planners for all Year 7-13 pupils.

This includes reminders about staying safe online, as well as how pupils can adjust their behaviours in order to reduce risks.

**This Policy is reviewed at least annually by the Board of Governors**



## APPENDIX: 1

### Contacts & Other Documents

#### Any person can make a referral to the Local Safeguarding Board.

A copy of Keeping Children Safe in Education, Sept 2018(KCSiE) is available on the School's website, and can be found at:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> A hard copy is also posted on School staff room noticeboard.

A copy of the procedures from Stockton Local Safeguarding Board (LSCB) can be found at:

<https://www.stockton.gov.uk/children-and-young-people/stockton-on-tees-local-safeguarding-children-board-slsbc/>

A copy of Disqualification under the Child Care Act 2006 (updated Sept 2018) can be found at:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

A copy of Working Together to Safeguard Children 2018 can be found at:

[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)

A copy of What to do if you're worried a child is being abused; DfE March 2015 can be found at:

[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)

The Senior Designated Officer for Stockton Schools – Susan Dawson, Norton Primary School

The Head of Children, Education and Social Care at Stockton Borough Council – Jane Humphries

Child's Area of Residence	Telephone	Out of Hours	Email
Stockton on Tees, Hartlepool	01429 284284	01642 524552	childrenshub@hartlepool.gcsx.gov.uk
North Yorkshire	01609 780780	01609 780780	social.care@northyorks.gov.uk
Darlington	01325 742020	01642 524552	ccdref@darlington.gcsx.gov.uk
Middlesbrough	01642 726004	01642 524552	firstcontact@middlesbrough.gcsx.gov.uk
Redcar & Cleveland (inc Redcar, Guisborough, Saltburn, Skelton, Easington)	01642 771500	01642 524552	firstcontact@redcar-cleveland.gcsx.gov.uk

Durham (inc Bishop Middleham, Newton Aycliffe, Spennymoor, Sedgefield)	03000 267979	03000 267979	scd@durham.gov.uk
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### Local Authority Designated Officer for our Children

Name	Telephone
Phil Curtis	01429 401844 (mobile 07787697635) email: <a href="mailto:phil.curtis@hartlepool.gov.uk">phil.curtis@hartlepool.gov.uk</a> (secure email) <a href="mailto:LADO@hartlepool.gcsx.gov.uk">LADO@hartlepool.gcsx.gov.uk</a>

Ofsted	0300 123 4666
Independent Schools Inspectorate	concerns@isi.net
Police (Stockton)	01642 302226
NSPCC Help Line	0800 028 0285 help@nspcc.org.uk
Childline	0800 1111
The Samaritans	08457 909090
The Disclosure and Barring Service (DBS)	PO Box 181, Darlington DL1 9FA 01325 953795
Department for Education (help on extremism)	0207 3407264 extremism@education.gsi.gov.uk

### Support and Advice about Extremism:

Local Police on 101

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

Use of social media for on-line radicalisation:

The UK Safer Internet Centre ([www.saferinternet.org.uk](http://www.saferinternet.org.uk))

CEOP's Thinkuknow website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk))

**Staff Declaration:**

I have read and understood both:

- Teesside High School Child Protection and Safeguarding Policy 2018
- Keeping Children Safe in Education (September 2018) Pt 1 and Annex A

Signed by Staff \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

This should be detached from the Policy and returned to the Heads PA.

**Governor Declaration:**

I have read and understood both:

- Teesside High School Child Protection and Safeguarding Policy 2018
- Keeping Children Safe in Education (September 2018) Pt 1 and Annex A

Signed by Governor \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

This should be detached from the Policy and returned to the Heads PA.

## **APPENDIX: 2**

### **Additional Recommended Reading:**

DfE *Mental Health and Behaviour in Schools*, March 2015

DfE *Working together to Safeguard Children*, March 2018

DfE *Information Sharing*, July 2018

HM Government *Prevent Duty Guidance*, March 2015

DfE *The Prevent Duty* (Dept advice) June 2015

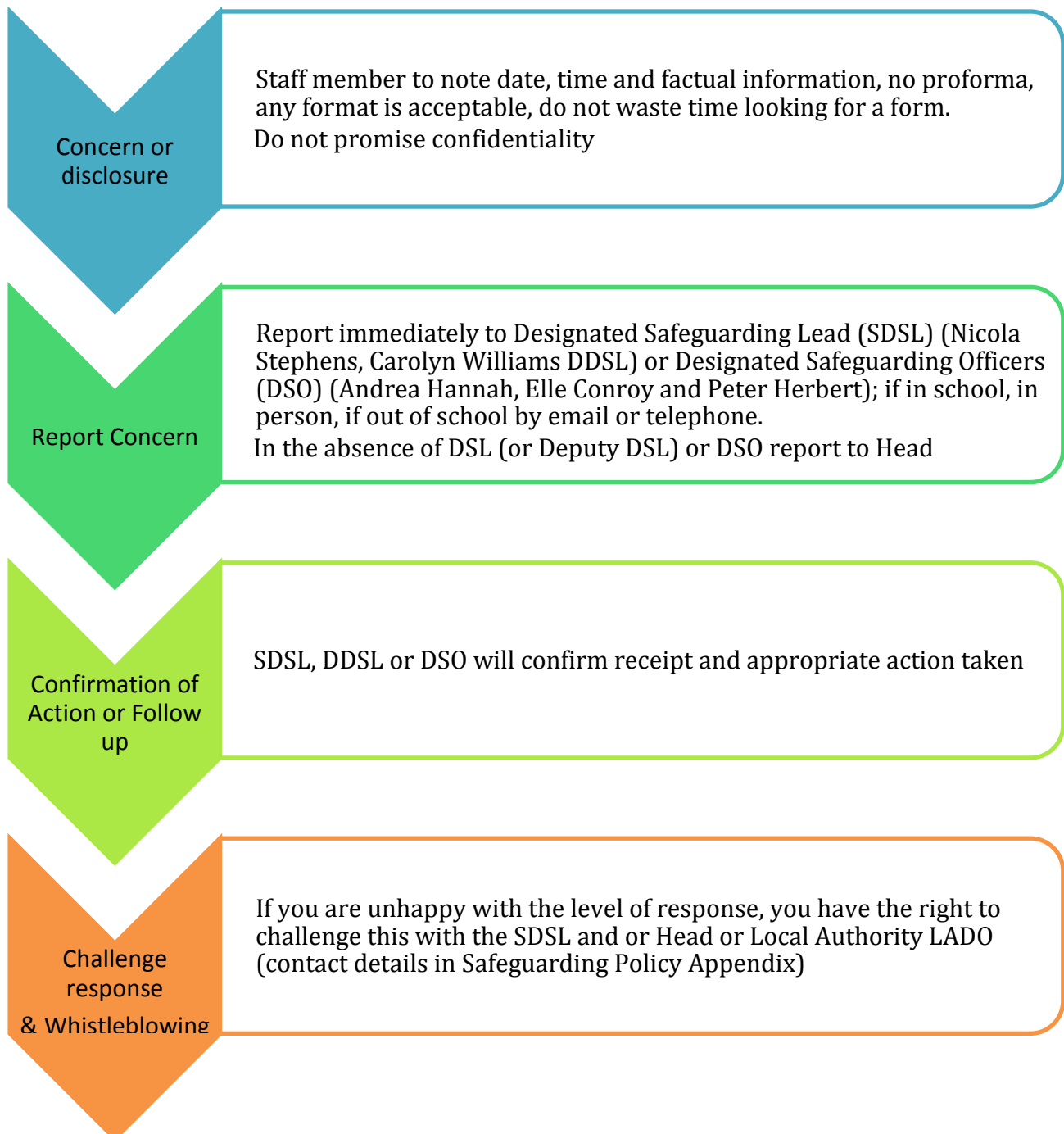
DfE *Disqualification under the Childcare Act update 2018*

DfE *Counselling in Schools: a blueprint for the future* (March 2015)

## Safeguarding Children At Teesside High School

### Flowchart of Procedures

This flowchart is designed to assist in the rapid response to Safeguarding concerns. It is not exhaustive and should be read in conjunction with THS Policy and Procedures



More detailed procedures are found within the body of this policy.

## Appendix 3: VETTING CHECKS ON VOLUNTEERS

Start here

Is the activity personal care?

Yes

This is regulated activity. An enhanced DBS certificate with barred list check must be obtained.

No

Is the activity frequent or regular, for the purposes of the school with opportunity for contact with children?

No

The person is not in regulated activity but an enhanced DBS check may be obtained, without barred list information.

Yes

Is the activity supervised?

No

This is regulated activity. An enhanced DBS certificate with barred list check must be obtained.

Yes

This is not regulated activity. There is no legal requirement to obtain a DBS certificate but an enhanced certificate may be obtained. School should risk assess and makes checks according to risks

