



SAFEGUARDING POLICY

Statement:

We 'The School' are committed to safeguarding and promoting the welfare of children and young people and expect all Staff and volunteers to share this commitment.

1.0 Introduction

- 1.1 This policy has been prepared in accordance with the requirements of:
- 1.1.1 relevant legislation, including the Children Act 1989 and 2004, the Education Act 2002, and the Education (Independent School Standards) (England) Regulations 2010;
 - 1.1.2 relevant guidance issued by HM Government, including "*What to do if You are Worried a Child is Being Abused*" 2003, "*Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings*" March 2009, "*Working Together to Safeguard Children*" March 2013, "*Dealing with Allegations of Abuse Against Teachers and Other Staff*" October 2012, "*Use of reasonable force in schools*" September 2012, "*Preventing and Tackling Bullying*" 2012, "*Health and Safety*" February 2012 and "*Keeping Children Safe in Education*" April 2014.
 - 1.1.3 other relevant standards and guidance, including that issued by the Independent Schools Inspectorate entitled *Handbook for the Inspection of Schools, The Regulatory Requirements* (effective from January 2013), and the *National Minimum Standards for Boarding Schools* (effective from January 2013) ; and
 - 1.1.4 relevant Surrey Safeguarding Children Board (SSCB) safeguarding procedures.
- 1.2 This policy has been prepared in consultation with Surrey Safeguarding Children Board (see Appendix for contact details which may be updated from time-to-time as necessary to reflect changes in personnel).

- 1.3 The Governing Body, on behalf of the City of London as Proprietor of the School, takes seriously its responsibility under section 175 of the Education Act 2002 and section 87 of the Children Act 1989 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within the School to identify, assess, and support those children where there are concerns about a child's safety and welfare.
- 1.4 We recognise that all adults, including Staff and Governors, have a full and active part to play in protecting pupils from harm, and that the child's welfare is our paramount concern. Wherever the word "Staff" is used, it covers ALL staff on site, including temporary and support staff, and volunteers working with children. Further information on contractor employees is given in paragraph 2.1.10.
- 1.5 The School, through its Governors and Staff, is committed to providing a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.6 The aims of this policy are:
 - 1.6.1 To support each child's development in ways that will foster awareness, understanding, security, confidence, resilience and independence.
 - 1.6.2 To provide an environment in which all children and young people feel safe, secure, valued and respected, and, if they are in difficulties, also feel confident to approach adults in the knowledge that they will be listened to.
 - 1.6.3 To raise the awareness of all Staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases, or suspected cases, of abuse.
 - 1.6.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the School, contribute to assessments of need and support packages for those children.
 - 1.6.5 To emphasise the need for good levels of communication between all members of Staff.
 - 1.6.6 To develop a structured procedure within the School, which will be followed by all members of the School community in cases of alleged or suspected neglect, abuse and/or any other child welfare concern.
 - 1.6.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
 - 1.6.8 To ensure that all adults within the School who have substantial access to children have had a DBS check in accordance with the safeguarding requirements in this Policy and as required by law.

- 1.7 Should any deficiencies or weaknesses in child protection arrangements become apparent, the arrangements will be remedied without delay.

2.0 Procedures

- 2.1 Our School procedures for safeguarding children have been prepared in accordance with relevant legislation, guidance and the procedures set out by the relevant Surrey Safeguarding Children Board procedures. We will ensure that:
 - 2.1.1 Arrangements are in place at the School to deal with allegations of abuse, or suspected abuse, which will be referred to the child's home social care department, or in the case of an allegation against staff, discussed with the Surrey Local Area Designated Officer (LADO) and the School will engage with other statutory agencies, as necessary, to provide inter-agency support to the child concerned.
 - 2.1.2 All members of the Governing Body understand the need for and fulfil their responsibilities under the Policy, and are provided with a copy of this Policy upon their appointment to the Governing Body. There is one nominated Governor who is responsible for safeguarding and who has skills commensurate for this role. In the case of an allegation against the Head, the Chairman of Governors is the nominated person.
The City of London, as Proprietor, will undertake to ensure that relevant training is provided for Governors.
 - 2.1.3 The School has a designated senior member of staff, the Lead Child Protection Liaison Officer (CPLO), who has undertaken relevant inter-agency child protection training delivered through Surrey Safeguarding Children Board and undertakes update training every 2 years.
 - 2.1.4 There are additional members of Staff who will act in place of the designated CPLO when absent, and also receive training through Surrey Safeguarding Children Board.
 - 2.1.5 All members of Staff are provided with relevant Safeguarding information, to develop their understanding of the signs and indicators of abuse, along with individual responsibilities to respond to any child welfare concerns in accordance with the School's safeguarding procedures. In particular, all Staff understand the need to avoid asking leading questions of children when a safeguarding matter is brought to the Staff member's attention and further that they should not attempt to investigate any allegation themselves. All members of staff are trained and receive regular updates in e-safety. The School must also refrain from undertaking an investigation without first consulting the LADO, or in the most serious cases, the Police, so as not to jeopardise statutory investigations.
 - 2.1.6 All members of Staff and Governors are advised on how to respond to 'Disclosures of Abuse' through relevant training. In

particular training will ensure that they understand the need to: consider measures that may be necessary to protect individual pupils; avoid asking leading questions of pupils; avoid giving inappropriate guarantees of confidentiality; make and keep written records; and report the matter to the CPLO.

- 2.1.7 Safer recruitment practices are always followed through rigorous recruitment process and procedures for Staff, striking a balance between the need to protect children from abuse and the need to protect Staff from false or unfounded allegations. Our selection and recruitment of Staff includes verification of identity, qualifications and a satisfactory DBS check for their suitability for work. All Staff that regularly come into contact with pupils, including contracted support staff such as cleaners and caterers, will be required to have a DBS check on appointment which will then be checked annually. These checks will also be carried out on existing Staff with a break in service of more than three months or where Staff have, since their initial appointment to a position not requiring a Disclosure, moved to work that involves significantly greater responsibility for children. In accordance with procedures adopted by the City of London, DBS checks will also be carried out on all new Governors at the School. Repeat checks for Staff and Governors will be undertaken in accordance with City of London procedures. CPLOs, Senior Staff and at least one member of the Governing Body will also complete Safer Recruitment Training which will be renewed every 5 years.
- 2.1.8 We will ensure that where a concern or allegation arises which suggests that a member of Staff may be unsuitable to work with children, we consult the relevant LADO for advice regarding investigation, and if the person resigns or we dismiss them, or in the case of a volunteer we cease to use their services, we report them to the DBS within one month and ensure that any allegation is followed up in accordance with statutory guidance.
- 2.1.9 The School will make a referral to the National College for Teaching and Leadership (NCTL) 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 such an order would be considered are; unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, at any time, for a relevant offence.
- 2.1.10 All parents/carers are made aware of the responsibilities of Staff members with regard to safeguarding procedures through publication of the School's Safeguarding Policy on the School website, and reference to it in our introductory School pack. The Policy is also available upon request to the School.
- 2.1.11 Where a contractor's employees visit the School premises irregularly, and are therefore not subject to the same requirements as contractors' employees staff working regularly

on site (as set out otherwise in this Policy), relevant written assurances are obtained from the contractor that all its staff have had a criminal records check within the past three years. Information regarding these checks will be provided by the contractor to the school upon request. Contracts require ongoing monitoring and audit of the eligibility of contractor employees to work with and around children, and any subsequent concerns arising which would affect their continued eligibility must be disclosed immediately to the City of London.

- 2.1.12 Our lettings policy for the use of the School by third parties will seek to ensure the suitability of adults working with children on School sites at any time. Where school premises are used by outside bodies who are not working with children, there will be sufficient safeguards in place to protect the health, safety and welfare of pupils. Measures will also be in place to protect against the interruption of pupils' education by third party users of the School's premises.
- 2.1.13 Community users organising activities for children are made aware of the School's safeguarding guidelines and procedures.
- 2.1.14 Where appropriate, senior pupils given positions of responsibility over other pupils will be given clear advice on their role and safe practice, and briefed on appropriate action to take should they observe or receive any allegations of abuse.
- 2.1.15 There is a policy, known to Staff and used in practice, for searching for and, if necessary, reporting any boarding house pupil missing from the School. A written record will be made of any incident of a boarding house pupil missing from School, the action taken, and any reasons given by the pupil for being missing.
- 2.2 The name of the Lead CPLO will be clearly advertised in the School, with a statement explaining the School's role in referring and monitoring cases of suspected abuse and/or risk to a child.
- 2.3 All new members of Staff will be given a copy of our Safeguarding policy, and the School's procedures with the lead CPLO's name clearly displayed, as part of their induction into the School.
- 2.4 Our procedures will be reviewed annually by the Board of Governors. The review will also include a review of the efficiency with which the related duties have been discharged or deficiencies (if any) have been rectified.

3.0 Responsibilities

- 3.1 The School has a team of trained CPLOs who liaise with the Lead CPLO. The Lead CPLO is responsible for:

- 3.1.1 Referring a child to the Contact Centre Children's Team, or the home equivalent if the child is from outside Surrey, whenever an allegation or disclosure of abuse has been made or if there are concerns about possible abuse, and acting as a focal point for staff to discuss concerns. All referrals will be carried out in accordance with local Social Care procedures within 24 hours of a disclosure.
- 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 3.1.3 Ensuring that all such records are kept confidentially and securely in accordance with the Data Protection Act 1998 and are kept separate from pupil records, and copied on separately from the main pupil file to the child's next school or college up until the child reaches 25 years of age.
- 3.1.4 Ensuring that an indication of an additional file as detailed in 3.1.3 is marked on the pupil's record.
- 3.1.5 Liaising with other agencies and professionals and ensuring that contact with the relevant welfare agency will be made immediately upon the disclosure or suspicion of abuse. The referral shall be made in writing or with written confirmation of a telephone referral.
- 3.1.6 Ensuring that they provide reports for, and attend case conferences, core groups, or other multi-agency planning meetings, and otherwise co-operates with Surrey Safeguarding Children Board and other agencies to support inter-agency working.
- 3.1.7 Ensuring that any pupil currently subject to a child protection plan who is absent without explanation for two days is referred to Surrey Safeguarding Children Board.
- 3.1.8 Undertaking training in safeguarding, including training in inter-agency working that is provided by, or to standards set by Surrey Safeguarding Children Board and undertakes refresher training at two yearly intervals to keep his or her knowledge and skills up to date.
- 3.1.9 Organising child protection training for all School Staff and Governors and arranging refresher training for the Head and all other Staff at three yearly intervals.
- 3.1.10 Providing, with the Head, and in consultation with the Town Clerk, an annual report for the Board of Governors, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all Staff and Governors; the number and type of incidents/cases, and the number of children subject to a child protection plan (anonymised).

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self worth.
- 4.2 We recognise that the School may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 The School will support all pupils by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as in our relationships, whilst attempting to counteract aggression and bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the School.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying the Child's home area Social Care as soon as there is a cause for significant concern.
 - 4.4.5 Providing continued support to school leavers identified as potentially at risk of abuse, by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring relevant medical records are forwarded as a matter of priority.
 - 4.4.6 Working with the Local Authority (or the Police as appropriate) where a child may have suffered significant harm, or there may be a criminal prosecution, to consider what support the child or children involved may need.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to safeguarding are confidential subject to overriding legal obligations to disclose information to ensure the safety and well-being of a child. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.
- 5.2 The Head or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only consistent with legal requirements, and in accordance with relevant DfE guidance. The Head or CPLO, Surrey Safeguarding Children Board , Police, and Town Clerk (together with other relevant City Officers) will agree who needs to know about the matter, exactly what information can be shared, how to manage speculation, and how to manage any press interest.

- 5.3 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All Staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always inform parents/carers of an allegation affecting their child as soon as possible (if they already do not know of it). However, where a Strategy Meeting is required, the CPLO or Head will consult with the Surrey Safeguarding Children Board (and other relevant agencies such as the Police) beforehand to agree what information can be disclosed to parents so as not to put the child at greater risk of harm, or impede a criminal investigation. Parents/carers will normally be kept informed about the progress of the case and told the outcome where there is no criminal prosecution, including the outcome of any disciplinary process, in confidence.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.
- 6.3 Where a member of Staff is the subject of an allegation of abuse they will normally be informed of the concerns or allegations as soon as possible and given an explanation of the likely course of action. The Head will appoint a named representative to keep the individual informed of the progress of the case and consider what other support is appropriate. The investigation will be managed promptly.

7.0 Dealing With Allegations of Abuse Against Staff

- 7.1 Procedures for dealing with allegation of abuse against Staff are carried out in accordance with HM Government Guidance: *Dealing with allegations of abuse against teachers and other staff: Guidance for local authorities, head teachers, school staff, governing bodies and proprietors of independent schools* (October 2012) '*Safeguarding Children and Safer Recruitment in Education*' (Jan 2007) and '*The Management of Allegations and Concerns Regarding the Professional Conduct of Staff in relation to Child Protection*' (Nov 2009). All Staff are made aware of this guidance, the School's procedures, and other local guidance relating to this issue.
- 7.2 All School Staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Guidance about conduct and safe practice, including safe use of mobile phones, email and social media by staff and volunteers will be given at induction.

- 7.3 We understand that a pupil may make an allegation against any member of Staff.
- 7.4 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head and the CPLO. The Head on all such occasions will discuss the allegation with the LADO, then the Chairman of Governors where appropriate. In the absence of the Head, the allegation should be passed direct to the Chairman of Governors.
- 7.5 If an allegation is made against the Head, the person receiving the allegation will immediately inform the Chairman of Governors who will consult as in 7.4 above, without notifying the Head first.
- 7.6 An allegation of abuse may be referred by the LADO to a Strategy Meeting, involving representatives from the School and Surrey Safeguarding Children Board. A Strategy Meeting also covers any urgent formal strategy discussion which may take place between the police, social care and education managers prior to the first meeting.
- 7.7 We will follow the Surrey procedures for managing allegations against staff. Following consultation with the LADO, it may be appropriate to use City of London's Disciplinary Procedures when managing allegations against staff, a copy of which is readily available in the School.
- 7.8 Suspension of the member of Staff, excluding the Head, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from the LADO before deciding on the course of action to be taken.
- 7.9 In the event of an allegation against the Head, the decision to suspend will be made by the Chairman of Governors with advice as in 7.9 above.
- 7.10 Where an allegation is made against a member of the boarding Staff who is suspended pending an investigation of a safeguarding nature, the School will make appropriate arrangements for alternative accommodation for the staff member away from pupils.
- 7.11 The School has a procedure for managing the suspension of an external letting contract in the event of an allegation arising in that context.
- 7.12 Any allegation of abuse made against a member of Staff will be dealt with quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

8.0 Dealing with Allegations of Abuse by one or more Pupil against another Pupil

- 8.1 Allegations of abuse by one or more pupil against another pupil are taken very seriously.
- 8.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the CPLO who will inform the Head. The CPLO will consult with the relevant social care referral point and the Chairman of Governors where appropriate.
- 8.3 We would not normally send the alleged victim home, pending such an investigation, unless this advice is given exceptionally, as a result of a Strategy Meeting.
- 8.4 Suspension of the pupil, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from the Surrey Safeguarding Children Board, and any other relevant City Officer, before deciding on the course of action to be taken.
- 8.5 Pupils alleged to have sexually abused another should be subject to risk assessment for their continuing education on site, in consultation with the local authority social care team.
- 8.6 A bullying incident (as in 11.0 below) 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. In such cases the matter will be reported to the CPLO and to Surrey Safeguarding Children Board

9.0 Whistleblowing

- 9.1 We recognise that children cannot be expected to raise concerns in an environment where Staff fail to do so.
- 9.2 All Staff should be aware of their duty to raise concerns, where they exist, about the management of safeguarding, which may include the attitude or actions of colleagues. Staff can also utilise the City's 'Whistleblowing' facilities via the telephone hotline and/or website.

10.0 Physical Intervention

- 10.1 The School's policy on physical intervention by staff is set out in the Teachers Guide and has regard to HM Government's Guidance: '*Use of reasonable force*', September 2012. The policy acknowledges that Staff have a legal power to use reasonable force i.e. to use no more force than is needed in the circumstances to control or restrain pupils. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Physical intervention must be necessary and proportionate to the level of risk and will normally be used as a last resort.
- 10.2 The School recognises that touch is appropriate in the context of working with children and all staff have been given "safe practice" guidance to ensure they are clear about their professional boundaries.
- 10.3 Staff should always avoid touching or restraining a pupil in a way that could be interpreted as sexually inappropriate conduct. Should this

occur, this event should be recorded and signed by a witness, if there was one. If there was no witness the Lead CPLO must be informed immediately.

- 10.4 We understand that physical intervention of a nature which causes injury or distress to a child may need to be considered under child protection or disciplinary procedures.
- 10.5 We understand that force may never be used as a punishment.
- 10.6 All complaints about the use of force should be thoroughly, speedily and appropriately investigated. The school will follow the City of London's disciplinary procedures when managing a complaint about the use of force by Staff.

11.0 Equalities and Bullying

- 11.1 The School adheres to the City of London's Equal Opportunities Policy and action will be taken to prevent, and respond to, incidents of inappropriate discrimination, harassment and victimisation, in particular because of differences which arise out of gender or gender reassignment, pregnancy or maternity, special educational need or disability, race, religion or belief, cultural or linguistic background, or sexual orientation. The School acknowledges that repeated incidents or a single serious incident may lead to consideration under safeguarding procedures.
- 11.2 The School's policy on bullying (including racial, religious, cultural, sexual/sexist, homophobic, special educational needs or disability, and cyber bullying) is set out in a separate document (The Anti-Bullying Policy). The policy acknowledges that to allow or condone bullying may lead to consideration under child protection procedures, in particular where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In such cases the matter will be reported to the CPLO and to Surrey Safeguarding Children Board.
- 11.3 The School keeps records of bullying and racist incidents in the Safeguarding File held by the Lead CPLO.

12.0 Prevention

- 12.1 We recognise that the School plays a significant part in the prevention of harm to its pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The School community will therefore:
 - 12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 12.2.2 Ensure that all children know there is an adult in the School whom they can approach if they are worried or in difficulty.

12.2.3 Incorporate into the curriculum, including PSHE, information and opportunities which equip children with the awareness and skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 **Monitoring and evaluation**

Our Safeguarding policy and procedures will be monitored and evaluated by:

- Regular contact between the Lead CPLO and the Safeguarding Governor;
- Discussions with pupils and staff;
- Pupil surveys and questionnaires;
- Scrutiny of attendance data;
- Scrutiny of risk assessments;
- Monitoring of records of bullying and racist behaviour;
- Review of parental concerns and parent questionnaires.

14.0 **Health & Safety**

14.1 Our Health & Safety policy, set out in a separate document, details the measures being taken by the School to promote the health and safety of all children and staff within the School's environs. Other aspects, such as the procedures for internet use and School trips are set out in this and/or other School policies.

15.0 **Relevant Contacts**

15.1 Relevant contact details for issues relating to child protection at each of the three City Schools can be found in the attached appendix.

16.0 **This policy also links to our policies on**

Whole School behaviour
Whistleblowing
Anti-bullying
Health and Safety
Social Media use by staff
Attendance
PSHE
Recruitment

Revised January 2014

**Approved by the
 Governors June 2013**

<u>Address:</u>	Ashtead Park, Ashtead Surrey, KT21 1ET
<u>Telephone</u>	01372 822426
<u>Headmaster</u>	Philip MacDonald
<u>Lead CPLO</u> <u>CPLO team</u>	Vicky Buckman (Deputy Head) Mark Beach (Head of Junior School) Matthew Close (Head of Sixth Form) Louise Jowitt (Assistant Head of Junior School)
<u>Contact Centre Children's Team</u>	0300 200 1006
<u>Assistant Team Manager</u>	0208 541 7041/7042
<u>Emergency Duty team (out of hours)</u>	01483 517898
<u>Surrey Local Authority Designated Officer</u>	01372 833321