



# Safeguarding Policy

The Local Governing Body have adopted the model Kirklees safeguarding Policy

Reviewed by Partners: May 2018

Adopted by Partners: May 2018

Next Full Partners Review due: May 2019

Reviewer: EB

This policy is supported by the UNCRC and the following articles are addressed as part of this policy. These will be addressed appropriately and sensitively as part of our curriculum

Article: 2:All children have these rights.

Article 5:Your family must help you to exercise you rights.

Article 6:You have the right to be alive

Article 11:You have the right to be protected from kidnapping

Article 12:You have the right to give your opinion and for adults to take it seriously

Article 16:You have the right to privacy .

Article 17:You have the right to get information about your well being

Article 19:You have the right to be protected from being hurt and mistreated in body and mind

Article 24:You have the right to the best possible healthcare

Article 25: If you live in care or away from home you have the right for this to be checked to ensure it is appropriate.

Article 27: You have the right to food, clothing and to have your basic needs met.

Article 31: You have the right to play and rest

Article 32: You have the right to protection from work that harms you.

Article 34: You have the right to be free from sexual abuse.

Article 36: You have the right to be free from any kind of exploitation

Article 37:No one is allowed to punish you in a cruel or harmful way

Article 38:You have the right to protection and freedom from war

Article 39:You have the right to help if you have been hurt, punished or badly treated

Article 40:You have the right to legal help and fair treatment in the legal system.

Article 41:If the laws of your country provide better protection than these rights, then the laws should apply to you.

Article 42:You have the right to know your rights.

# **CONTENTS**

## **Introduction**

### **Section 1 School Commitment      Section 2 Providing a Safe and Supportive Environment**

- 2.1 Safer Recruitment and Selection
- 2.2 Safe Practice
- 2.3 School Training and Staff Induction
- 2.4 Related School Policies; Children Missing from Education, Confidentiality
- 2.5 Pupil Information
- 2.6 Roles and Responsibilities; *Governing Body, Head teacher, Designated Safeguarding Lead, All Staff and Volunteers*

### **Section 3 Identifying Children who are Suffering or Likely to suffer Significant Harm**

- 3.1 Definitions
- 3.2 Specific Safeguarding Issues
- 3.3 Child Sexual Exploitation
- 3.4 Female Genital Mutilation
- 3.5 Preventing Radicalisation and the Kirklees PREVENT Strategy

### **Section 4 Taking Action to ensure that Children are Safe at School and at Home**

- 4.1 Concerns that staff must immediately report
- 4.2 Responding to disclosure
- 4.3 Action by the Designated Safeguarding Lead
- 4.4 Action following a child protection referral
- 4.5 Recording and monitoring
- 4.6 Supporting the child and partnership with parents

### **Section 5 Allegations regarding Person(s) working in or on behalf of School (including Volunteers)**

Appendix 1 – Contacts

Appendix 2 – Recommended websites, guidance documents, training materials

## Introduction

The policy makes reference to, and is compliant with:

- West Yorkshire Consortium Safeguarding Children Procedures (see link from Kirklees Safeguarding Children Board website at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk) or go direct to the manual at: <http://www.proceduresonline.com/westyorkscb/>)
- “Working Together to Safeguard Children” (2015)
- “What to do if you are worried a child is being abused” (2015)
- “Keeping Children Safe in Education” (2015)

## Section 1 Partnership Commitment

**This policy applies to all adults, including volunteers, working in or on behalf of the partnership.**

‘Everyone working in or for our partnership shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

The Huddersfield Horizon SCITT is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our pupils.



## Section 2 Providing a Safe and Supportive Environment

### 2.1 Safer Recruitment and Selection (please download guidance on DBS, Vetting and Barring)

The partnership pays full regard to DfE guidance 'Keeping Children Safe in Education' Version 3 July 2015. We ensure that all appropriate measures are applied in relation to everyone who works in the partnership who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the candidates DBS status, the Children's List, Criminal Records Bureau checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure is obtained for **all** new trainees (**Please see guidance.**)
- The partnership is committed to keep an up to date single central record detailing a range of checks carried out on our staff and trainees
- all new appointments to our partnership who have lived outside the UK will be subject to additional checks as appropriate
- identity checks must be carried out on all conditional offers made before the commencement of training

**Emily Beach Director of the SCITT Eleanor Kaye Administration Assistant –**

The above named have undertaken Safer Recruitment in Education Training. One of the above will be involved in all trainee assessments and offers

### 2.2 Safe Practice

Our partnership will comply with the current Safe Practice guidance to be found in Kirklees Safeguarding Procedures at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk)

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

**Trainees must make themselves aware of the safeguarding policy and procedures within their individual host schools; including the designated safeguarding lead.**

### **2.3 School Training and Staff Induction**

The school's Designated Safeguarding Lead (DSL) with responsibility for child protection, undertakes appropriate child safeguarding training and inter-agency working training (provided by the Kirklees Safeguarding Children Board) and refresher training at 2 yearly intervals.

The Head teacher and all other school staff, including non-teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is updated regularly.

The SCITT will provide Safeguarding and PREVENT training within the first half term of the ITT programme. This will be supplemented by safeguarding training delivered by the host school.

*The Basic Awareness of Child Abuse and Neglect online training can be accessed at [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk)*

*The whole school Basic Awareness in Child Safeguarding training can be booked via the KSCB Schools Safeguarding Officer on 01484 225804*

**All trainees are provided with the school's child safeguarding policy and informed of school's child protection arrangements on induction.**

Advice is available from Kirklees Response and Referral Team CP Unit and the Police Child Safeguarding Unit (See Contacts List Appendix 1) as well as from the Safeguarding Officer for Schools & Learning Steve Barnes 01484 225804

### **2.4 Related School Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health, child sexual exploitation (CSE), bullying (including cyberbullying), domestic abuse, drugs and substance misuse, fabricated or induced illness, faith abuse, female genital mutilation (FGM), forced marriage, gangs and youth violence, gender-based violence/violence against women and girls (VAWG), mental health, private fostering, radicalisation, sexting, teenage relationship abuse, trafficking etc. There may be other emerging safeguarding issues that are local to the school or its area.

*Keeping Children Safe in Education (2015).* - Is the latest government publication on Child Safeguarding in Schools and is referred to in all our policies.

Children Missing from Education

[www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

The school will inform the local authority of any pupil who is going to be deleted from the admission register. It will be done as soon as the grounds for deletion are met and in any event prior to the name of the pupil being deleted, so that the local authority can identify children of compulsory school age who are missing education and follow up on any child who may be at risk of abuse or neglect.

The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Contact: Children Missing from Education Team on: 01484 221919

### Confidentiality

The school has regard to "Information Sharing: Practitioner's guide" HM Government, 2015

[www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice](http://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration".

### **The School has a clear and explicit confidentiality policy.**

The school policy should indicate:

- a) When information must be shared with Police and Social Care Response and Referral Team (formerly Duty and Assessment) where the child/young person is / may be at risk of significant harm**
- b) When the pupil's and/or parent's confidentiality must not be breached**
- c) That information is shared on a need to know basis**

### **2.5 Pupil Information**

The school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Children and Families Court Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements. See Data protection policy.

## 2.6 Roles and Responsibilities:

### *All trainees will:*

- Fully comply with the school's policies and procedures.
- Attend appropriate safeguarding training.
- Inform the designated safeguarding lead of any safeguarding concerns (asap)

## Section 3 Identifying Children who are Suffering or Likely to suffer Significant Harm

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

### 3.1 Definitions:

**A child:** As in the Children Act of 1989 and 2004, a child is anyone who has not yet reached his/her 18<sup>th</sup> birthday or in the case of disabled children 25 years.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

**Physical Abuse** 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.

**Sexual Abuse** 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 and mobile

phones). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** is 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 and clothing, 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 caretakers)
- ensure access to appropriate medical care or treatment.

- gender based violence [www.gov.uk/government/policies/violence-against-women-and-girls](http://www.gov.uk/government/policies/violence-against-women-and-girls)
- mental health [www.gov.uk/government/publications/the-mental-health-strategy-for-england](http://www.gov.uk/government/publications/the-mental-health-strategy-for-england)
- private fostering [www.gov.uk/government/publications/children-act-](http://www.gov.uk/government/publications/children-act-)

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Emotional Abuse** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 the 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 cyber bullying via the internet or mobile phones), 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, though it may occur alone.

### 3.2 Specific Safeguarding Issues These include:

- bullying including cyberbullying [www.gov.uk/government/publications/preventingand-tackling-bullying](http://www.gov.uk/government/publications/preventingand-tackling-bullying)
- domestic violence [www.gov.uk/domestic-violence-and-abuse](http://www.gov.uk/domestic-violence-and-abuse)

- drugs [www.gov.uk/government/publications/drugs-advice-for-schools](http://www.gov.uk/government/publications/drugs-advice-for-schools)
- fabricated or induced illness [www.gov.uk/government/publications/safeguardingchildren-in-whom-illness-is-fabricated-or-induced](http://www.gov.uk/government/publications/safeguardingchildren-in-whom-illness-is-fabricated-or-induced)
- faith abuse [www.gov.uk/government/publications/nationalaction-plan-to-tackle-child-abuse-linked-to-faith-or-belief](http://www.gov.uk/government/publications/nationalaction-plan-to-tackle-child-abuse-linked-to-faith-or-belief)
- forced marriage [www.gov.uk/forced-marriage](http://www.gov.uk/forced-marriage)
- gangs and youth violence [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418131/Preventing\\_youth\\_violence\\_and\\_gang\\_involvement\\_v3\\_March2015.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf)
- sexting [www.ceop.police.uk/Media-Centre/Pressreleases/2009/What-does-sexting-mean/](http://www.ceop.police.uk/Media-Centre/Pressreleases/2009/What-does-sexting-mean/)
- teenage relationship abuse [www.gov.uk/government/collections/this-is-abusecampaign](http://www.gov.uk/government/collections/this-is-abusecampaign)
- trafficking [www.gov.uk/government/publications/safeguardingchildren-who-may-have-been-trafficked-practice-guidance](http://www.gov.uk/government/publications/safeguardingchildren-who-may-have-been-trafficked-practice-guidance)

### **3.3 Child Sexual Exploitation (CSE)** [www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited](http://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited)

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

### **Female Genital Mutilation (FGM)** [www.gov.uk/government/publications/female-genitalmutilation-guidelines](http://www.gov.uk/government/publications/female-genitalmutilation-guidelines)

FGM is defined by the World Health Organisation as "all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons". There is no cultural or religious justification for FGM and it has been illegal in this country since 1985. If it is performed on a British citizen in the UK or overseas it is a crime. It can leave women and girls traumatised as well as in severe pain, cause

difficulties in child birth, and in some rare cases it can lead to death. Current prevalence studies estimate that as many as 60,000 women and girls in the UK could be at risk of FGM, and over 125,000 may already be living with the consequences

The main countries of origin where FGM is practiced include Africa and the Middle East.

FGM frequently involves young girls between the ages of infancy and 15 years of age.

Professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

### **Warning signs of Girls at Risk**

Member of a community whose country of origin practises FGM and that is less integrated into UK society

A girl whose sister or other relatives have undergone FGM

A girl whose parents have withdrawn her from lessons featuring FGM (where other warning signs are also present)

Families making preparations for an extended holiday, including arranging vaccinations in the country of origin.

Families may practice FGM in the UK when a female family member elder is visiting from the country of origin.

You may hear reference to FGM in conversation, for example a girl may tell other children about it.

There is a **MANDATORY** reporting duty upon the school to report to the Police where they discover that FGM appears to have been carried out on a girl under 18 years.

### **3.5 Preventing Radicalisation [www.gov.uk/government/publications/channel-guidance](http://www.gov.uk/government/publications/channel-guidance)**

The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty").

The Counter-Terrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police.

Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals.

The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate.

Schools and colleges which are required to have regard to Keeping Children Safe in Education 2015 are listed in the Act as partners of the panel. The relevant provisions of the Act will come into force on 12 April 2015. Kirklees has a Channel panel set up in their area.

## **Kirklees Prevent Strategy**

Prevent is one of strand of the UK's overall counter terrorism strategy, known as CONTEST. Prevent aims to stop people becoming terrorists or supporting terrorism by focusing on the following 3 objectives;

- challenging **ideologies** that support terrorism and those who promote it;
- protecting vulnerable **individuals** from being drawn into extremism through appropriate advice and support;
- supporting sectors and **institutions** where there is a risk of radicalisation.

Section 26 of the Counter Terrorism and Security Act 2015 places a statutory duty on specified authorities to have '*due regards to the need to Prevent People from being drawn into terrorism*'. Specified authorities identified as part of this duty apply to bodies which have significant interaction with children, young people and adults who could be vulnerable to radicalisation and extremism. The authorities listed within this duty include early years and out of school settings, schools, colleges and private and voluntary services that exercise functions in relation to children, for example children's homes and private fostering agencies.

In order to fulfil their statutory duty authorities within these areas should address the following key points;

### **1. Risk assessments**

- Assess the risk of children and young people being drawn into extremist ideologies within their institution
- Demonstrate an understanding of risks affecting children in their area
- Have clear safeguarding procedures in place via their Designated Safeguarding Lead (DSL) – including appropriate recording keeping
- Respond in an appropriate manner in issues of concern, making appropriate referrals to Channel
- Prohibit extremist speakers within their institutions

## 2. Staff training

- Assess the individual training needs of staff within their institution (including governors)
- Ensure key staff are trained using the Workshop to Raise Awareness of Prevent (WRAP) via the Kirklees Prevent Coordinator, Kirklees Children Safeguarding Board or North East Counter Terrorism Unit.
- Ensure that all or associate members of staff complete the e-learning general awareness course (if identified as not key and appropriate members of staff) [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)
- Ensure that the Designated Safeguarding Lead within institutions cascades appropriate Prevent related information and guidance to staff.

## 3. Working in Partnership

- Use existing local arrangements such as the Kirklees Safeguarding Children's Board, Kirklees Prevent Coordinator, the Kirklees Learning Service and or North East Counter Terrorism Unit for Prevent related issues.
- Engage with parents and families, providing assistance and advice to these individuals and families where necessary.

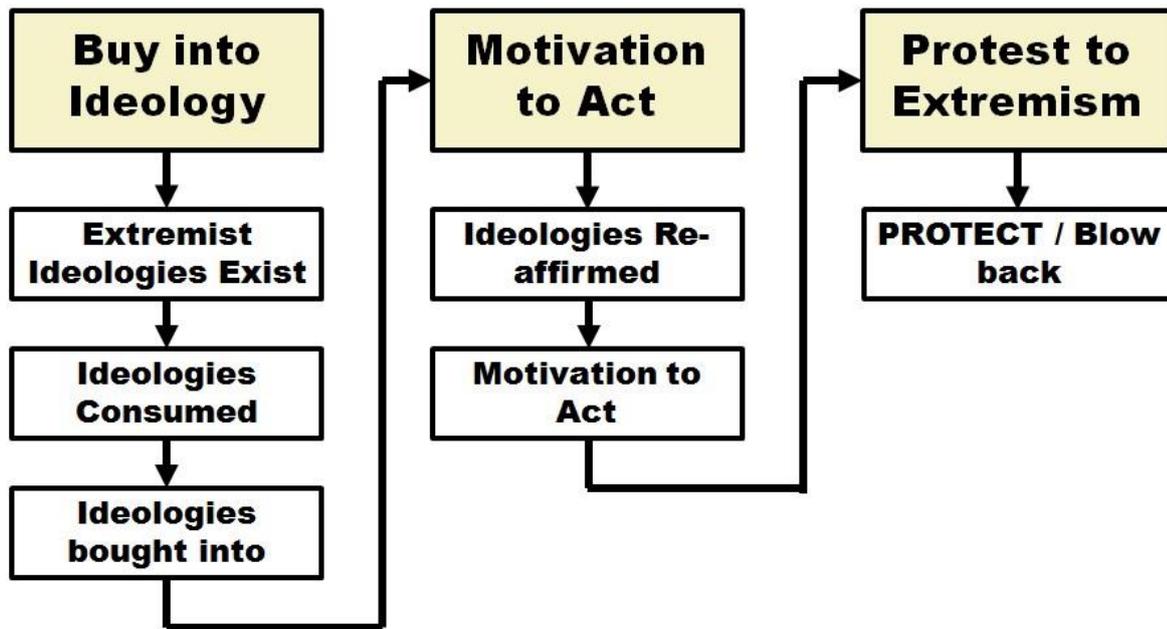
## 4. IT Policies

- Ensure they have suitable filtering policies in place (including the use of wifi)
- Conduct regular e-safety awareness sessions raising awareness of the online risks of harm (to parents, children and staff)

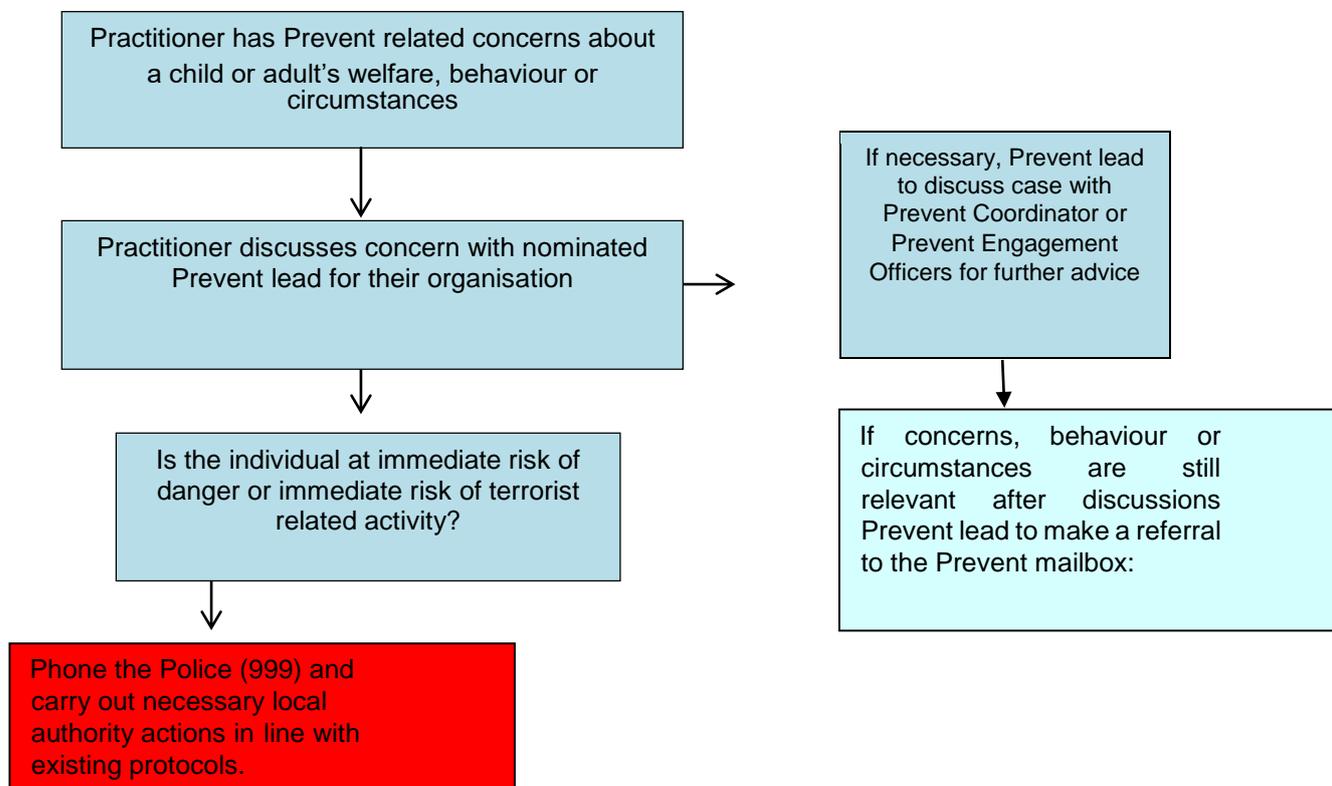
The National Prevent Strategy defines extremism as;

*“the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect of different faiths and beliefs. We also include in our definition of extremism calls for death of members of our armed forces”.*

The Kirklees Prevent Strategy recognises that extremism is often a process with opportunities to intervene and divert someone on the path to radicalisation. In Kirklees, the focus centres upon preventing radicalisation or identifying risk at the earliest possible stage and diverting people through appropriate support before the risk comes out at a more severe and harmful level.



Young people growing up will experience risk associated with the transition from childhood to adulthood and this can involve exploring alternative ideologies and engaging in risky behaviours therefore it is vital that the focus of Prevent work is targeted at preventing people exposing themselves to risk and providing early support to prevent further escalation of risk. Establishments working with children and young people can help with this work by building a strong curriculum that enables children and young people to think critically and build resilience along with providing positive supportive mechanisms within their establishments and local communities.



## Prevent contact details

## Useful links and resources

Kirklees Council

<https://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/counterTerrorism.asp>

x

### **Prevent Coordinator Kirklees Council**

Lee Hamilton  
Lee.hamilton@kirklees.gov.uk  
01484 221 000  
07528 988 798

### **Prevent Engagement Officers West Yorkshire Police**

PC David Cockcroft  
David.cockcroft@westyorkshire.pnn.police.uk  
07515 200 472

PC Donna McDougal  
Donna.mcdougal@westyorkshire.pnn.police.uk  
01484 436 794  
07595 011 780

PC Tim Hayes  
Timothy.hayes@westyorkshire.pnn.police.uk  
07921 882 690

PC Mo Aziz  
Mohammed.aziz@westyorkshire.pnn.police.uk  
07595 007 119

### **Prevent answerphone**

01924 431 154

### **Channel Coordinator Counter Terrorism Unit (CTU)**

DC Fran Ruttledge  
frances.ruttledge@westyorkshire.pnn.police.uk  
07595 006 652

### **Community Contact Officer Counter Terrorism Unit (CTU)**

DC Tom Garnett  
Thomas.garnett@westyorkshire.pnn.police.uk  
07515 200 472

Prevent duty guidance

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

Channel General Awareness

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

UK Safer internet Centre <http://www.saferinternet.org.uk/>

Department for Education guidance <http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf>

Prevent for Schools  
<http://www.preventforschools.org/>

UK Safer internet Centre  
<http://www.saferinternet.org.uk/>

Working Together to Safeguard Children  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children safe in education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **Section 4 Taking Action to ensure that Children are Safe at School and at Home**

All staff will follow the West Yorkshire Consortium Safeguarding Children Procedures which are consistent with 'Working Together to Safeguard Children 2015' and 'What to do if you are worried a child is being abused'.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. All concerns regarding the welfare of pupils will be recorded and discussed with the designated safeguarding lead with responsibility for child protection (or another senior member of staff in the absence of the DSL) prior to any discussion with parents.

### **4.1 Concerns that staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person

- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## 4.2 Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Communication methods will be appropriate for the communication skills of the young person involved.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Safeguarding Lead, make a contemporaneous record and contact Kirklees Referral and Response Service on 01484 456848 for consultation.

### Principles:

Trainees will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

### Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead
- reassure and support the child as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

## 4.3 Action by the Designated Safeguarding Lead (or other senior person who is able to cover this role)

Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child.
- making an enquiry to find out if the child is subject to a child protection plan by ringing Referral and Response service - 01484 456848.

- discussing the matter with other agencies involved with the family.
- consulting with appropriate persons e.g. Safeguarding Officer and/or Referral and Response Service.
- the child's wishes.

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk (i.e. sexual abuse, forced marriage or fabricated illness)
- whether to make a child protection referral to Children's Social Care Referral and Response Service because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

**OR**

- not to make a referral at this stage.
- if further monitoring is necessary.
- if it would be appropriate to undertake an assessment – Single Assessment Part 1 process (formerly Early Help Assessment) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to the Referral and Response Service will be followed up in writing within 24 hours.

#### **4.4 Action following a child safeguarding referral**

The Designated Safeguarding Lead or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed.
- wherever possible, contribute to the strategy discussion.
- provide a report for / attend and contribute to any subsequent child protection conference.
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences.
- where possible, share all reports with parents prior to meetings.
- where in disagreement with a decision made by Referral and Response Service e.g. not to apply child protection procedures or not to convene a child protection conference, follow the guidance in the West Yorkshire Consortium Safeguarding Children Procedures 8.2 - Resolving Professional Disagreements.
- where a child subject to a child protection plan moves from the school or goes missing, immediately inform Kirklees Referral and Response Service on 01484 456848

#### **4.5 Recording and Monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information

given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All documents will be retained in a 'Child Safeguarding' file, separate from the child's school file. This will be locked away and only accessible to the head teacher and designated safeguarding lead. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Safeguarding, Confidential, for attention of Designated Safeguarding Lead for Child Safeguarding.' If the child goes missing from education or is removed from roll to be educated at home then any child safeguarding file should be copied and the copy sent to the Attendance & Pupil Support Service. Original copies will be retained until the child's 25<sup>th</sup> birthday.

#### **4.6 Supporting the child and partnership with parents**

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.
- Working Together 2015 states; Children should, wherever possible, be seen alone and local authority children's social care has a duty to ascertain the child's wishes and feelings regarding the provision of services to be delivered. It is important to understand the resilience of the individual child when planning appropriate services. The Children Act 1989 promotes the view that all children and their parents should be considered as individuals and that family structures, culture, religion, ethnic origins and other characteristics should be respected.
- Staff must realise the importance of not only listening to the child but also taking action to ensure the child's safety.

### **Section 5 Allegations of Abuse made against Teachers and other Staff (including Volunteers)**

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children.

We will apply the same principles as in the rest of this document and we will always follow the West Yorkshire Consortium Safeguarding Children Procedures that can be accessed at <http://westyorkscb.proceduresonline.com/> at section 2.6. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the safe room in school.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

The school will take the following initial action:

- The person who has received an allegation or witnessed an event will immediately inform the head teacher and make a record
- In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the 'head teacher'.
- The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The head teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.
- The head teacher (or Chair of Governors if the allegation is about the Head Teacher) will consult with the Local Authority Designated Office for Child Protection within 24 hours, in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to Kirklees Referral and Response Service and/or the police for investigation.
- Consideration will be given throughout to the support and information needs of pupils, parents and staff.
- The head teacher will inform the Chair of Governors of any allegation.
- If consideration needs to be given to the individuals employment, advice will be sought from HR (see contact sheet)

## **Appendix 1 - Contacts**

Local Authority Designated Officer (LADO) Cheryl Day	01484 225 850
Safeguarding Officer (Schools & Learning) Steve Barnes	01484 225 804 07773 943873
Safeguarding Officers email	<a href="mailto:schools.safeguardingofficers@kirklees.gov.uk">schools.safeguardingofficers@kirklees.gov.uk</a>

## **Learning Service**

E-safety ITCAS team	01484 225 724
Special Schools Simon Taylor	01484 225 807
Secondary Schools Helen Metcalfe	01484 225 208
Primary Schools Mike Whitfield	01484 221 000
Children Missing Education/Child Employment Missing Children Education Team	01484 225 509

## Attendance and Pupil Support

Service Managers: Alastair Megahy (North Kirklees) 01924 326 004  
Linda King (South Kirklees) 01484 221 919

## Stronger Families

[www.kirklees.gov.uk/strongerfamilies](http://www.kirklees.gov.uk/strongerfamilies)  
[stronger.families@kirklees.gov.uk](mailto:stronger.families@kirklees.gov.uk)

## Prevent Co-ordinator

Lee Hamilton 07528 988798

## Human Resources

Child Protection leads

Gary Scargill (Mon to Fri) 07976 497 848  
Tracey Russell (Wed to Friday) 07976 497 850

## Referral and Response Service

Duty Social Workers: 01484 456848

If you need to contact the Referral and Response Service in a non-emergency you can email using [chypsadminwestfields@kirklees.gov.uk](mailto:chypsadminwestfields@kirklees.gov.uk). This email address can also be used to request a ring back.

Emergency Duty Team **(Out of Hours)** 01484 414933

Child Protection & Review Unit 01484 225850

e-Safety incidents  
INTECH helpdesk 01484 414714  
National helpline <http://www.saferinternet.org.uk/helpline>

West Yorkshire Police, Child Safeguarding Unit - Kirklees 01924 431134

Early Help Access Team 01484 456823  
[earlyhelpaccessteam@kirklees.gov.uk](mailto:earlyhelpaccessteam@kirklees.gov.uk)

## Useful websites, guidance documents, training materials

### Websites

Kirklees Safeguarding Children Board  
[www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com) (Safeguarding children procedures and training)  
Children Missing from Education [maggie.featherstone@kirklees.gov.uk](mailto:maggie.featherstone@kirklees.gov.uk)  
CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

Keeping Children Safe	<a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a>
KS2/3	<a href="http://www.dotcomcf.org/">www.dotcomcf.org/</a>
Bullying & child abuse	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> <a href="http://www.anti-bullyingalliance.org">www.anti-bullyingalliance.org</a> <a href="http://www.childline.org.uk">www.childline.org.uk</a>
Internet Safety	<a href="http://www.ceop.org.uk/thinkuknow">www.ceop.org.uk/thinkuknow</a> <a href="http://www.childnet-int.org">www.childnet-int.org</a>
KS2/3	<a href="http://www.kidsmart.org.uk">www.kidsmart.org.uk</a> <a href="http://www.yhgfl.net">www.yhgfl.net</a>
Forced Marriage	<a href="http://www.fco.gov.uk/forcedmarriage">www.fco.gov.uk/forcedmarriage</a>
The Female Genital Mutilation Helpline	<a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a> 0800 028 3550

Safe Practice in Physical Education in Schools and School Sport 2012  
[www.afpe.org.uk/membership-services/health-a-safety/safe-practice](http://www.afpe.org.uk/membership-services/health-a-safety/safe-practice)

DfE (DCSF) Documents:

Keeping Children Safe in Education (DfE 2015)  
[www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

Working Together to Safeguard Children (DfE 2015)  
[www.gov.uk/government/publications/working-together-to-safeguard-children--2](http://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

What to do if you're worried a child is being abused (DfE 2015)  
[www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2](http://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)

## **School Documents**

Guidance for Safe Working Practice for Adults who work with Children and Young People in Education settings - 2009

<http://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

## Training Materials

Online Basic Awareness Training [www.kirkleessafeguardingchildren.com](http://www.kirkleessafeguardingchildren.com)

Whole School Safeguarding Training

Steve Barnes - Safeguarding Officer for Schools & Learning 01484 225804

Safer Recruitment Training - Traded Learning Service  
(class room based course) 01484 225828