

Safeguarding & Child Protection Policy

Section 1

St Clare's, Oxford recognises its responsibility for safeguarding and promoting the welfare of Children. We seek to establish a safe and nurturing environment free from discrimination or bullying.

This policy applies to the whole of St Clare's workforce including volunteers and governors.

We recognise that because of their day-to-day contact with children, College staff are ideally placed to observe the outward signs of abuse.

Staff will therefore:

1. Report any concerns to the appropriate Designated Safeguarding Lead (DSL) or Deputy/Assistant Designated Safeguarding Lead (DDSL/ADSL) – see below:

The responsibilities of the Designated Safeguarding Lead are outlined in Annex 4.

a) For the IB World School:

ROLE	Name	Job Title	Email	Telephone
DSL	Elena Hesse	Vice Principal, Pastoral	elena.hesse@stclares.ac.uk	01865 517342

ROLE	Name	Job Title	Email	Telephone
ADSL	Tessa Ely	Assistant Principal, Pastoral	Tessa.ely@stclares.ac.uk	01865 517384
ADSL	Karen Stobbart	Boarding Manager	karen.stobbart@stclares.ac.uk	

b) For the International College and Summer and Short Courses

ROLE	Name	Job Title	Email	Telephone
DSL	Lawrie Coupland	Director of the International College	lawrie.coupland@stclares.ac.uk	01865 517310

ROLE	Name	Job Title	Email	Telephone
ADSL	Patricia Alvarez	Operations Manager Summer and Short Courses	Patricia.alvarez@stclares.ac.uk	01865 517340
ADSL	Jessica Black	Accommodation and Welfare Officer	Jessica.black@stclares.ac.uk	01865 517711
ADSL	Denise Hopgood	Academic Manager Summer and Short Courses	Denise.hopgood@stclares.ac.uk	01865 517756

2. Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
3. Ensure that students know that they can approach any adult in College if they are worried and they will receive a consistent supportive response.
4. Include in the curriculum, opportunities for students to develop the skills they need to recognise and stay safe from abuse.

St Clare's undertakes to:

1. Follow the Oxfordshire Safeguarding Children's Board (OSCB) (<http://oxfordshirescb.proceduresonline.com/>) procedures in all cases of abuse, or suspected abuse and have regard to the statutory obligations placed on us by Section 175 of the 2002 Education Act.
2. Ensure this policy and our practice are consistent with the requirements of *Working Together to Safeguard Children (WT)* (HM Government March 2015), *Keeping Children Safe in Education (KCSIE)* (DfE September 2016), *The Education (Independent Schools Standards) Regulations 2014*, (updated Feb 2016) and *Prevent Duty Guidance 2015*.
3. Ensure that we have a designated member of staff for child protection (and inform the Schools Safeguarding Team Administrators on 01865 810603 or 01865 810610 when this changes).
4. Ensure that the designated member of staff (DSL) receives appropriate training (child protection and inter-agency work updated every 2 years) approved by the OSCB and that this training is disseminated to all others in the school in line with statutory requirements.
5. Ensure that all new staff, including temporary staff and volunteers, are provided with induction training that includes: (i) the school's safeguarding & child protection policy; (ii) the employee code of conduct (including the whistleblowing procedure); (iii) the identity of and the role of the designated safeguarding lead (DSL) (iv) copies of the above policies and a copy of Part 1 of KCSIE.
6. Ensure that all staff (volunteers etc), have been appropriately checked for their suitability through the Safe Recruitment procedures (see KCSIE (DfE September 2016) and Recruitment Policy & Procedure).
7. Ensure that if staff employed by another organisation work with St Clare's students, assurances are obtained and appropriate child protection checks and procedures apply e.g. DBS checks.
8. Ensure that all staff and volunteers understand their responsibilities in being alert to, and acting appropriately in, cases of abuse or suspected abuse.
9. Ensure that Senior Managers and Governors of St Clare's, Oxford will undertake an annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged, to ensure our College is aware of the most recent expectations and will act to remedy any deficiencies in our policies without delay. The governor with lead responsibility for safeguarding matters is Ann Lewis, the Deputy Chairman.
10. Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
11. Keep accurate written records of concerns on students even where referral is not appropriate immediately.
12. Ensure that all child protection records are kept secure and confidential and separate from the main student file.
13. Ensure that all staff, governors, volunteers understand that there is a procedure to be followed in dealing with allegations made against teaching and non-teaching staff. This procedure must be followed on all occasions (KCSIE, September 2016, part 4, available from the Designated Safeguarding Lead). See Annex 1 to this policy.

14. In cases where a member of boarding staff is suspended pending investigation of a child protection nature arrangements will be made for alternative accommodation away from students.
15. In cases where a student(s) abuses another student (peer on peer abuse), such that there is reasonable cause to suspect that a child is suffering, or likely to suffer, 'significant harm', this will be referred to the local authority as a child protection concern.
16. Report to the Disclosure and Barring Service, any person (whether employed, contracted, volunteer or student) whose services are no longer used, or would no longer be used had they not left, because he or she is considered unsuitable to work with children.
17. Ensure that this policy is reviewed annually and is in line with Oxfordshire's OSCB procedures.

It is noted that the provisions of Section 175 of the Education Act, place a general duty on schools to safeguard and promote the welfare of children in our care and, as such, staff will adhere to other related school policies, i.e. Behaviour Policy, Anti-bullying Policy, Health and Safety Policy, Trips Policy etc.

St Clare's is committed to promoting the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk. In such cases, staff should report concerns to the DSL (you can use the form in annex 5 below) and appropriate support will be put in place; the support could involve the student being referred to the college counsellor, GP, (P)CAMHS, or could involve inter-agency assessments using local processes, including use of the "Early Help Assessment (EHA)" and "Team around the Family (TAF)" approaches through liaison with the Multi Agency Safeguarding Hub (MASH) and the Locality Community Support Service (LCSS). College will endeavour to involve parents at all stages of a referral, but referrals to statutory agencies may not require parental consent.

As part of their induction training all new members of staff at St Clare's, including temporary staff and volunteers, receive child protection training. This includes explanation of this policy, identification of the designated safeguarding lead and receipt of a copy of Part 1 of KCSIE. They will be required to sign to acknowledge that they have read and understood Part 1, KCSIE. In addition, school leaders and staff who work directly with children are required to read Annex A of KCSIE, Sept 2016. The induction training includes coverage of the College's '*Employee Code of Conduct*' and '*Whistleblowing Policy & Procedure*'.

This policy should be read in conjunction with the College's '[Employee Code of Conduct](#)', the '[Recruitment Policy and Procedure](#)', '[e-Policy](#)', and '[Whistleblowing Policy](#)'.

Section 2

THE KEY POINTS TO FOLLOW IF YOU SUSPECT, OR ARE TOLD OF, ABUSE

It is a requirement of the Children Act (1989) and the National Minimum Standards for Boarding Schools (2002, updated April 2015) that adults looking after children (those under the age of 18) in St Clare's, Oxford should be aware of the risks of abuse (by adults or other young people), and take steps to reduce those risks. They should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening. This includes physical and sexual abuse that is occurring in College, or to a student of St Clare's at home or outside the College.

The following key points give a guide on what to do and not to do:

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, write brief notes of what you are told, during or right after the conversation (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough and even if you wrote on the back of something else (it's what you wrote at the time that may be important later – not a

tidier and improved version you wrote up afterwards). Use the young person's words as far as possible and include any questions you asked along with the young person's responses. All notes should be timed, dated and signed, with your name printed alongside the signature. You can use the form provided in Annex 5 below, but original notes should also be passed on to the DSL. Under no circumstances should you discuss the information with other parties and you must pass the notes immediately to the Designated Safeguarding Lead (see point 6) who will store the information securely.

3. Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse you have a responsibility to tell the right people to get something done about it (see below). If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell people who absolutely have to know.
4. Don't ask leading questions that might give your own ideas of what might have happened (e.g. "did he do X to you?") – just ask "what do you want to tell me?" or "is there anything else you want to say?"
5. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc – children's social care services and police staff are the people trained to do this – you could cause more damage and spoil possible criminal proceedings.
6. Immediately tell the Designated Safeguarding Lead – Susan Tawse, the Vice Principal, Pastoral (unless she is accused or suspected of abusing). Don't tell other adults or young people what you have been told. In case of unavailability of the Vice Principal, tell Tessa Ely (Assistant Principal, Pastoral). At the International College and during vacation course periods, Lawrie Coupland (Director of Short Courses) has responsibility for Child Protection.
7. Discuss with the Designated Safeguarding Lead whether any steps need to be taken to protect who has told you about the abuse. This may need to be discussed with the person who told you.
8. As soon as possible (and certainly within 24 hours) the Designated Safeguarding Lead will refer the matter (helped by your notes) to the Oxfordshire Children's Social Care Assessment team:
 - i. For new cases via the Multi-Agency Safeguarding Hub (MASH) on 0845 0507666 (or 0800 833408 outside office hours).
 - ii. For cases that are already open via Oxford City Children's Social Care Assessment team on 01865 328563.

If a child is at risk, the Designated Safeguarding Lead will act immediately and contact Children's Social Care. The referral will be made in writing or with written confirmation of a telephone referral and the contact name taken. They will set up any necessary investigations and will advise about correct procedures – that is their statutory job.

9. If an allegation is made against a member of staff or a volunteer, the local authority designated officer or team of officers (previously LADO) for child protection concerns will be informed. The designated officer for Oxford is Alison Beasley, contact number 01865 815956 (See Appendix 1: Dealing With Allegations of Abuse Against Members of Staff).
10. If an allegation is made about another student (peer on peer abuse) such that there is reasonable cause to suspect that a child is suffering, or likely to suffer, 'significant harm', this will be referred to the local authority as a child protection concern.
11. Please note that anyone can make a referral directly to Children's Social Care if they are concerned that a child is at risk and insufficient steps are being taken to safeguard the child.
12. If someone has made an allegation about the Designated Safeguarding Lead you should immediately contact the Principal. If the Principal is absent, the allegation should be passed to the Chairman of Governors. If the allegation concerns the Principal, you should immediately inform the Chair of Governors, without notifying the Principal first. Contact details for the Chair of Governors can be obtained from the Designated Safeguarding Lead (susan.tawse@stclares.ac.uk). Staff should point out to the person reporting abuse (especially if it is a student) that action will be taken as a result of the allegation and steps must always be

taken to ask them of any action they would like to be taken to protect them now they have made the allegation.

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

14. Staff are required to report to the Principal or to the Designated Safeguarding Lead any concern or allegation about College practices or the behaviour of colleagues which are likely to put students at the risk of abuse or other serious harm. No disciplinary action will be taken against such staff who make such reports in good faith.

15. This policy is consistent with the requirements of Keeping Children Safe in Education (DfE September 2016) and the Oxfordshire Safeguarding Children Board procedures.

The Independent Schools Inspectorate (ISI) is responsible for inspections of independent schools including boarding inspections under the National Minimum Boarding Standards. They may be contacted through <http://www.isi.net/contact/> or telephone 020 7600 0100.

The Local Authority Designated Officer for Child Protection is Alison Beasley and she can be contacted at (01865) 815956. Additional contact: 01865 323457.

Oxfordshire Children's Social Care Assessment team contacts are:

Multi-Agency Safeguarding Hub (MASH) 0345 050 7666 (or 0800 833408 outside office hours)

Locality & Community Support Service (LCSS) 0345 241 2705. The link worker for St Clare's is Dolcie Obhiozele.

Oxford City Children's Social Care Assessment team 01865 328563.

Section 3

TYPES OF ABUSE AND NEGLECT

(taken from KCSIE, July 2015 & September 2016). In addition, school leaders and staff who work directly with children should read Annex A of KCSIE, September 2016.

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

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (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.

Specific safeguarding issues:

Expert and professional organisations are available to offer advice and support for specific safeguarding issues relating to such matters as preventing radicalisation, child sexual exploitation, bullying/cyberbullying (including 'banter'), mental health or matters linked to cultural customs or practice. (See Annex 3: Further information on specific safeguarding issues)

Students will receive age-appropriate education and training in safeguarding to help them further develop the skills they need keep themselves safe from harm; this will include anti-bullying (refer also to the Anti-Bullying Policy), e-safety (refer also to the IT Policy for Students), cyberbullying sexting (refer also to Appendix A of the Anti-Bullying Policy), substance misuse.

If dealing with students with special educational needs (SEN) and disabilities, staff should keep in mind that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Section 4

STAFF PROTECTION

A special feature of St Clare's is its relaxed and informal atmosphere. Wardens and teachers fulfil many roles, not least that of temporary parent. Given the risk, however slight, of teenage confusion about their roles leading to imagined offences, staff must ensure that their behaviour and actions do not place themselves or students at risk of harm or of allegations of harm to a student.

Staff should bear in mind the following points:

Private one-to-one meetings with students in your own home or at social events outside the college are prohibited. This includes meeting students at their own home. Obviously this does not apply to Wardens talking to students in their houses or to teachers talking to students in the non-residential areas of the college, though it would be prudent to have another person present even in a "public" area if the matter under

discussion is serious or very delicate.

Meetings/communications with students outside agreed working arrangements should not take place without the approval of a senior manager. This applies during term time and during vacation periods.

It is inappropriate to offer a lift to a student outside your normal working duties, such as taking students on an approved college trip, unless this has the approval of a senior manager.

If you have a serious disagreement with a student, make a brief written record of it and pass this to your line manager.

The students' bedrooms are private areas and only residential, cleaning and maintenance staff, as well as Senior Management (or those given express permission by a member of the SMG) can access those areas in connection with the fulfilment of their duties.

Staff in charge of activities or facilities where safety regulations and precautions are required must make sure that these are clearly published and should draw students' attention to them from time to time. Any accidents or unusual incidents should always be recorded on the College's accident/incident form.

All staff should be acquainted with the following documents, copies of which are on the intranet.

- a. Employee Code of Conduct
- b. Recruitment Policy & Procedure
- c. Whistleblowing Policy & Procedure
- d. ePolicy
- e. Trips Policy (relevant to staff taking students on a trip)
- f. College Regulations (relevant to staff working with IB & PIB students)
- g. Complaints Policy & Procedure (for IB & PIB students)

Most recent review and/or amendment
VPP, APP, BM November 2017

Annex 1 of Safeguarding & Child Protection Policy

Dealing With Allegations of Abuse Made Against Members of Staff & Volunteers

This policy is about managing allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It is drawn from and is consistent with Department for Education guidance Keeping Children Safe in Education (DfE September 2016), Part four: Allegations of abuse made against teachers and other staff.

The policy should be used where it is alleged that a member of staff 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 if they work regularly or closely with children.

Allegations against a member of staff or volunteer who is no longer working should be referred to the police. Historical allegations of abuse should also be referred to the police.

1. Allegation made to the school

Where a member of staff is made aware of an allegation of abuse against an adult working with children and young people, whether in a paid or voluntary position, the allegation should be reported immediately to the Principal. If the Principal is absent or the allegation is about the Principal, it should be reported to the Chair of Governors (see Section 2 point 11 for contact details).

If the allegation meets the criteria above, before taking further action the Principal will need to notify and seek advice from the local authority designated officer or team of officers (LADO(s)) on the same day. Schools must not undertake their own investigations of allegations without prior consultation with the LADO(s). The Principal may decide to ask the Designated Safeguarding Lead to take the lead in liaising with the LADO(s).

In more serious cases, the Principal can report the allegation immediately to the police and the LADO(s) should be informed by the Principal within one working day.

The local authority designated officer (LADO) for Oxfordshire is Alison Beasley (01865 815956). She has overall responsibility for oversight of the procedures for dealing with allegations and for providing advice and guidance to the College.

2. Initial consideration

From these initial discussions, the LADO(s) and the Principal will decide what course of action will be taken; including possible involvement of Children's Social Care (through MASH) and/or the Police and may include consideration of whether the allegation constitutes gross misconduct or not.

The Principal may be asked by the LADO(s) to clarify details or the circumstances of the allegation, but this must not amount to an investigation.

In borderline cases the initial discussions can be held informally and without naming the individual.

In addition, any communication with the person involved and the parents of the child(ren) will be agreed by the Principal and the LADO(s).

All discussions should be recorded by the Principal, in writing, and any communication with both the individual and the parents of the child(ren) agreed with the LADO(s).

It is extremely important that when an allegation is made, the college makes every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

3. Action following initial consideration

Where there is cause to suspect that a child is suffering or is likely to suffer **Significant Harm**, a referral must be made immediately to MASH and a decision taken to call a **Strategy Discussion/Meeting** which should take place within one working day of the referral. Where the safety of other children is in question as a result of the allegation, consideration should be given to invoking the Complex (Organised or Multiple) Abuse Procedure – details of which can be found on the OSCB procedures link in section 1 of this policy.

Where the involvement of Children, Education and Families is not required as no child is believed to be suffering Significant Harm (for example where there is an allegation of historical abuse), but a police investigation will be necessary, the LADO(s) should conduct a discussion with the police, the Principal and any other agencies involved to evaluate the allegation and decide how it should be dealt with. This Joint Evaluation Discussion should take place without delay and must consider how to take matters forward in a criminal process parallel with a disciplinary process or whether any disciplinary action will need to await the completion of the police enquiries and/or prosecution. The police should set a target date for reviewing the progress of their investigation and consulting the Crown Prosecution Service to consider whether to charge the individual, continue the investigation or close it down. Wherever possible this review discussion should take place no

later than 4 weeks after the initial meeting to consider the allegation. Dates for subsequent reviews, at fortnightly or monthly intervals, should be set at the first review if the investigation is to continue.

Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the LADO(s) will discuss the next steps with the Principal within three working days. Possible options will range from taking no further action to dismissal or a decision not to use the person's services in future. If a disciplinary hearing is required and can be held without further investigation, the hearing will be held in accordance with St Clare's disciplinary policy.

The progress of the investigation and enquiries must be reviewed regularly by the LADO(s) either by Review Strategy Discussions/Meetings or by liaising with Children, Education & Families, the Police and the Principal, as appropriate. Reviews should be conducted at fortnightly or monthly intervals depending on the complexity of the case.

4. Supporting those involved

Following discussion with the LADO(s), the Principal will inform the parents or carers of the child(ren) involved about the allegation as soon as possible if they do not already know of it, unless it would compromise the safety of the child(ren). However, where a strategy discussion is required, or police or children's social care services need to be involved, the Principal will not inform the parents or carer until those agencies have been consulted and agreed what information can be disclosed to the parents or carer.

The parents or carer will also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the Principal will inform the parents or carers of the child(ren) in confidence.

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, children's social care, or the police as appropriate, will consider what support the child(ren) involved may need.

The Principal will keep the person who is the subject of the allegations informed of the progress of the case and will consider what other support would be appropriate for the individual. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the Principal will not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused. If the person is suspended, the individual should be kept informed about developments at school; a named representative will be appointed by the Principal to do this. If the accused is a member of a union or professional association s/he will be advised to contact that body at the outset. S/he will also be able to access the support of HMAP, the employee assistance programme that the College provides for all employees.

5. Suspension

The possible risk of harm to children posed by an accused person needs to be effectively evaluated and managed in respect of the child(ren) involved in the allegations. Careful consideration will need to be given to whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place.

Suspension will only be considered in any case where there is cause to suspect a child is at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal. However, a person will not be suspended automatically, or without careful thought. Alternative arrangements such as redeployment will be considered. Due regard will be given to the opinion of the LADO(s) but the final decision regarding suspension rests with the Principal and Governing Body.

6. Resignations and Compromise Agreements

The fact that a person tenders his or her resignation, or ceases to provide their services, will not prevent the Principal from following up an allegation in accordance with these procedures.

It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process. Wherever possible, the person should be given a full opportunity to answer the allegation and make representations about it, but the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available, will continue even if that cannot be done or the person does not cooperate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

So called "compromise agreements" by which a person agrees to resign and a school agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, must not be used in these cases.

7. Action on conclusion of a case

If the allegation is substantiated and the person is dismissed or the College ceases to use the person's services, or the person resigns, the Principal will consult the LADO(s) about whether a referral to the Disclosure and Barring Service (DBS) is required. If a referral is appropriate (if the person has caused harm or posed a risk of harm to a child) the report will be made as soon as possible after the resignation or removal of the individual. **There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.** The DBS will consider whether to bar the person. Additionally, in cases involving teaching staff, consideration will be given as to whether the Principal should refer the matter to the National College for Teaching and Leadership (NCTL) to consider prohibiting the individual from teaching. This applies where a teacher has been dismissed (or would have been dismissed had she/he not resigned) for serious/unacceptable professional conduct.

In cases where it is decided on the conclusion of the case that a person who has been suspended can return to work, consideration will be given to how best to facilitate that. Most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. Consideration will be given to how the person's contact with the child(ren) who made the allegation can best be managed if they are still attending St Clare's.

8. Record Keeping

Details of allegations that are found to have been malicious will be removed from personnel records. For all other allegations it is important that the College keeps a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached. This information will be kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future DBS check reveals information from the police about an allegation that did not result in a criminal conviction. And it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record will be retained at least until the person has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

References - cases in which an allegation(s) was proven to be unsubstantiated, false or malicious will not be included in employer references.

9. Action in respect of False Allegations

If an allegation is determined to be false or malicious, the Principal will discuss with the LADO(s) what action should follow both in respect of the individual and those who made the initial allegation. The matter may be referred to children's social care to determine whether the child(ren) concerned is in need of services, or may have been abused by someone else. In the event that an allegation is shown to have been deliberately invented or malicious, the Principal will consider whether any disciplinary action is appropriate against the child(ren) who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if s/he was not a student.

10. Confidentiality

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered, in line with the reporting restrictions revised on 1 October 2012, detailed in the Education Act 2011.

11. Further Guidance

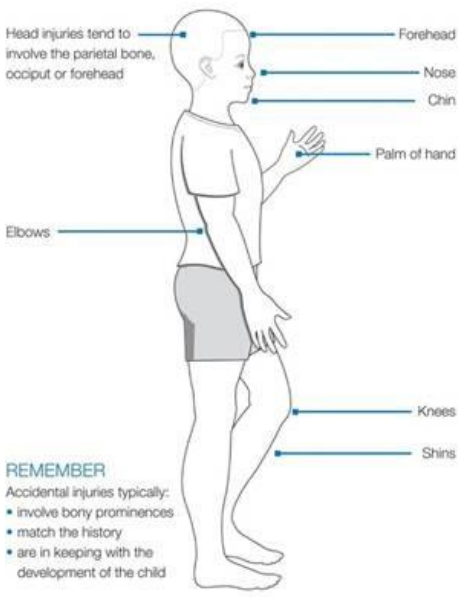
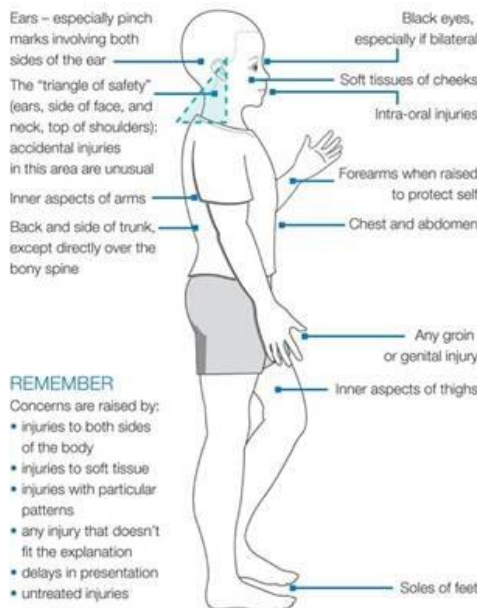
The framework for managing cases of allegations of abuse against people who work with children is set out in *'Keeping Children Safe in Education: Statutory guidance for schools and colleges' (September 2016)* and *'Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children'* (March 2015).

Annex 2 of Safeguarding & Child Protection Policy

Signs of abuse of neglect

All staff should be familiar with the possible signs of abuse listed below. Any concerns should be reported to the Designated Safeguarding Lead – Susan Tawse (Vice Principal, Pastoral). In Susan's absence, report concerns to Tessa Ely (Assistant Principal, Pastoral). At the International College and during vacation course periods, Lawrie Coupland has responsibility for Child Protection.

Signs that may indicate physical abuse

 <p>Head injuries tend to involve the parietal bone, occiput or forehead</p> <p>Forehead Nose Chin Palm of hand Elbows Knees Shins</p> <p>REMEMBER Accidental injuries typically: <ul style="list-style-type: none"> involve bony prominences match the history are in keeping with the development of the child </p>	 <p>Ears – especially pinch marks involving both sides of the ear</p> <p>Black eyes, especially if bilateral</p> <p>Soft tissues of cheeks</p> <p>Intra-oral injuries</p> <p>The "triangle of safety" (ears, side of face, and neck, top of shoulders); accidental injuries in this area are unusual</p> <p>Forearms when raised to protect self</p> <p>Chest and abdomen</p> <p>Inner aspects of arms</p> <p>Back and side of trunk, except directly over the bony spine</p> <p>Any groin or genital injury</p> <p>Inner aspects of thighs</p> <p>Soles of feet</p> <p>REMEMBER Concerns are raised by: <ul style="list-style-type: none"> injuries to both sides of the body injuries to soft tissue injuries with particular patterns any injury that doesn't fit the explanation delays in presentation untreated injuries </p>
<p>Accidental injuries are frequent and well-rehearsed in childhood. What is important is that the injury and the history can be matched, explanations are: "Is what I see possible from the explanation given and am I happy that this child could have been injured in this way?" Injuries are not often bilateral or symmetrical. Parental reaction to the injuries and the child could also be a contributory feature in what raises the internal alarm bells: delayed presentation, indifference, unusual interactions between child and carer.</p> <p>It is not wrong to ask the child directly how an injury occurred but do not press or probe if you are suspicious of the response. Always write down who said what and when, plus who was present when it was said.</p>	<p>Non-accidental injuries may have specific features/patterns which are unusual e.g. a burn or bruise in an unusual place, parts of the body are less prone to injuries such as the ear and side of the face which is protected by the top of the head, chin and shoulder, (triangle of safety shown on the diagrams)</p> <p>Children with disabilities – concern about bruising/marks should be raised, however consideration should also be given to any equipment children/young people may be dependent on.</p>

Signs that may indicate emotional abuse

- Over reaction to mistakes
- Lack of self-confidence / esteem
- Sudden speech disorders
- Self-harming
- Extremes of passivity and /or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play

- Excessive need for approval, attention and affection.

Signs that may indicate sexual abuse

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Bed wetting / incontinence
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for gym activities
- Sexually Transmitted Disease
- Fire setting

It is also important to note that there may be no signs.

Signs that may indicate neglect

- Excessive hunger
- Poor personal hygiene
- Frequent tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight (the same applies to weight gain, or being excessively overweight)
- Low self esteem
- Poor dental hygiene.

Annex 3 of Safeguarding & Child Protection Policy

Further information on specific safeguarding issues

A child missing from education:

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. All staff need to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation (FGM) and forced marriage.

The local authority must be informed if a student is added to the admission register or if a student is going to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil

Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. These are requirements so that the local authority can as part of their duty identify children of compulsory school age who are missing education.

In addition, the local authority must be informed if a student fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Child Sexual Exploitation (CSE):

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.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

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.

In Oxfordshire we have the Kingfisher team that specifically deals with CSE.

Further information on so-called Honour-Based Violence (HBV):

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Female Genital Mutilation (FGM):

There is a range of potential indicators that a girl may be at risk of FGM - refer to Chapter 3, 'Identifying Girls and Women at risk' of the guidelines <https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

From October 2015, where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police. The teacher should also discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.

Forced marriage:

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fmufco.gov.uk.

'Sexting':

Sexting is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'. 'Sexting' does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

Cases of 'sexting' should be reported to the DSL. Refer also to Appendix A: Cyberbullying of the Anti-Bullying Policy

Preventing Radicalisation:

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Protecting those vulnerable to extremism is a safeguarding issue. From 1 July 2015 specified authorities, including schools, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the **Prevent** duty.

All staff need to be alert to changes in a student's behaviour which could indicate that they may be in need of help or protection. Possible Indicators are:

- Withdrawal from usual activities
- Feelings of anger, grievance or injustice
- Truancy/going missing from school or care
- Expressing 'them and us' thinking
- Use of inappropriate language;
- Advocating violent actions and means;
- Possession of violent extremist literature;
- The expression of extremist views;
- Association with known extremists;
- Seeking to recruit others to an extremist ideology.

To support in identifying possible signs that may indicate that a student may be in need of help, teaching and other key pastoral staff at St Clare's are required to complete the Channel Panel awareness module http://course.ncalt.com/Channel_General_Awareness

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

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

What to do if you have a concern:

Follow normal safeguarding procedures - discuss the concern with the Designated Safeguarding Lead (DSL).

The DSL will consider whether a the case warrants reporting and if so, will follow the Oxfordshire Safeguarding Children Board guidance on reporting concerns about a child or adult at risk of radicalisation: <http://www.oscb.org.uk/wp-content/uploads/Oxfordshire-Prevent-Referral-and-Contacts-Note-Oct-2015.pdf>

Although it is advised that concerns are reported to the DSL, anyone can themselves make a referral.

If you think that someone may be vulnerable to radicalisation you can call **0345 050 7666** during office hours to go through to the Oxfordshire MASH (for a child) or the Social and Health Care Team (for an adult).

Additional contacts:

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

Anti-Terrorist Hotline: 0800 789 321

Crime stoppers: 0800 555 111

www.gov.uk/report-suspicious-activity-to-mi5

www.gov.uk/report-terrorism

Annex 4 of Safeguarding & Child Protection Policy**Role of the designated safeguarding lead** (Taken from KCSIE, September 2016, Annex B)

Governing bodies, proprietors and management committees should appoint an appropriate senior member of staff, from the school or college leadership team, to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection. This should be explicit in the roleholder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding lead(s). Any deputies should be trained to the same standard as the designated safeguarding lead. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility should not be delegated.

Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required

Work with others

The designated safeguarding lead is expected to:

- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review 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 or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the school or college's child protection policies are known, understood and used appropriately;
- ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what "available" means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Annex 5 of Safeguarding & Child Protection Policy**Form for recording safeguarding and child protection concerns.**

Please use this form to record concerns and pass to the DSL. Click [here](#) for a word version of this form.

Record of Concern Form

Setting:
Date:
Staff member's name:
Child's name:
Concern What prompted this record? (Please include dates, times, incidents, behaviours, what the child said) Remember to record any questions that you asked (do not ask leading questions, if you need more fact or detail think of T.E.D "Tell me....." "Explain to me....." "Describe to me.....")
Background Additional relevant information that relates to the child or family
Does the concern fall into one of the following categories (please circle)? Neglect Sexual Abuse

Physical Abuse
Emotional Abuse
CSE
Honour based violence
FGM
Forced marriage
Online/sexting
Peer on peer
Radicalisation
Domestic abuse

PRINT _____ (Member of staff)

PRINT _____ (Designated member of staff for children protection)

SIGNED _____ (Member of staff)

SIGNED _____ (Designated member of staff for children protection)

Has this information been discussed/ passed to any other agencies? (Please give details) If not, please record reasons why

Actions by designated lead:

Outcome:

Most recent review and/or amendment

VPP, APP, BM November 2017