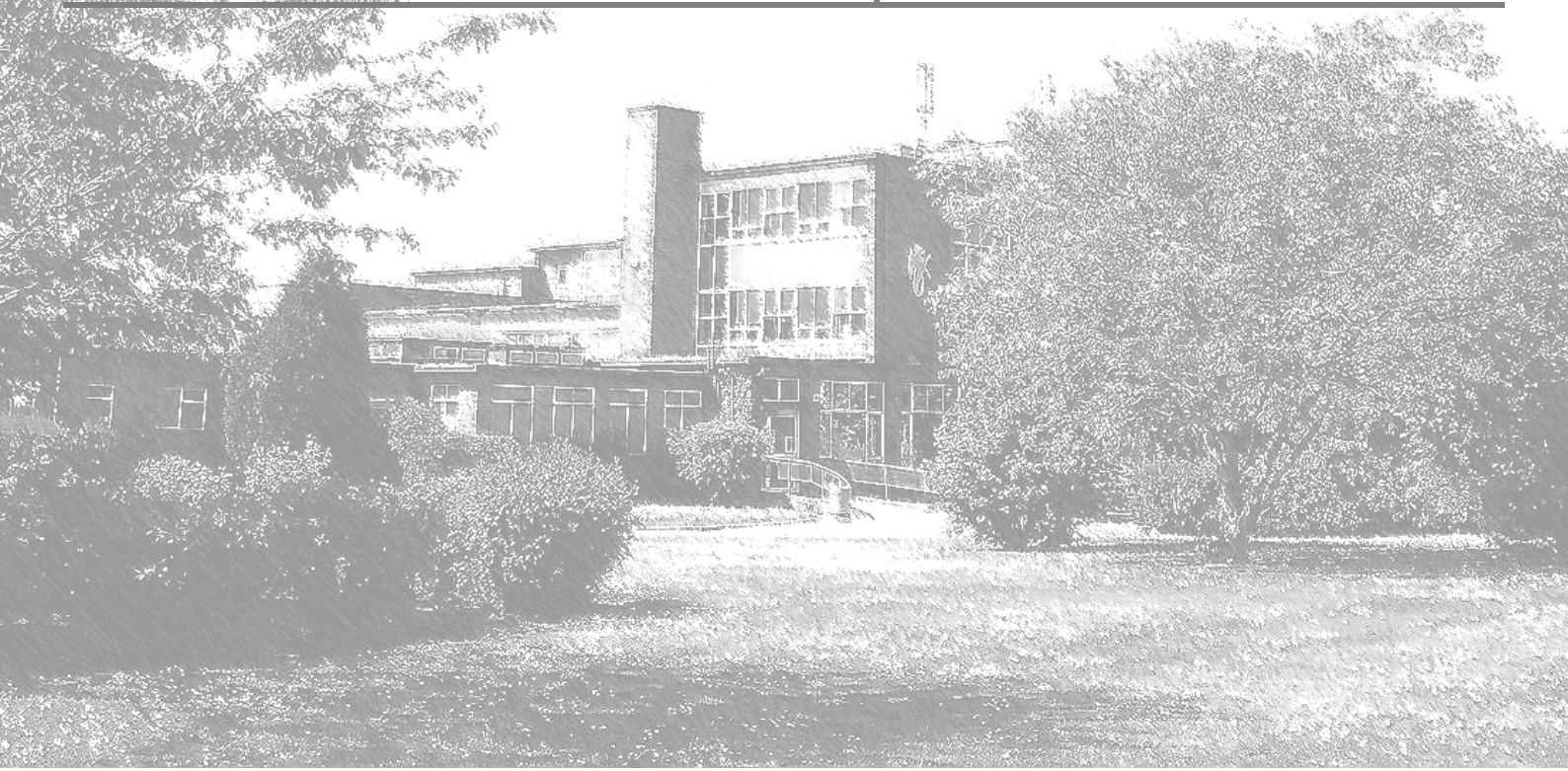




Child
Protection and
Safeguarding
Policy

March

2018



AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

PREPARE for adult life in a happy, caring and purposeful environment

ACHIEVE their full potential regardless of individual need

CCARE for everyone and encourage respect and tolerance

ENJOY education and rejoice in success



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This Policy will be read in conjunction with other policies and guidance regarding the safety and welfare of children. These together make up the suite of policies to safeguard and promote the welfare of children in this school and include the following:

- Whistleblowing Policy
- Lockdown Policy (to be ratified)
- Staff Charter (formerly Code of Conduct)
- Use of Reasonable Force
- Positive Relations Policy
- Sexual Violence and Sexual Harrassment between cHildren in schools and Colleges (DfE 2017)

“The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school”

Education Act 2002 Section 175

1 Introduction

What is the difference between Safeguarding and Child Protection?

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children’s and learners’ health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Child Protection is a part of Safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

There are six main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of Safeguarding children and child protection
- Equipping children with the skills needed to keep them safe;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse;
- Supporting students who have been abused in accordance with his/her child protection plan;
- Establishing a safe environment in which children can learn and develop.

1.1 School Commitment

The school is committed to creating and maintaining a safe learning environment for children and young people, identifying where there are child welfare concerns and taking action to address them, in partnership with families and other agencies. All members of staff have a responsibility in ensuring effective Safeguarding and all they need to be aware of and understand what these responsibilities are. This policy reflects the policies of Cheshire West Safeguarding Children Board <http://www.cheshirewestlscb.org.uk/> and is in line with “Working Together to Safeguard Children” (2015) <http://www.workingtogetheronline.co.uk/> and “Keeping Children Safe in Education” (updated 2016)

The school will also contribute through the curriculum by developing children's understanding, awareness and promoting their resilience by providing a safe environment within schools.

To create this safe environment the school has certain statutory duties and responsibilities set out within:

- The Education Act, 2002,
- Keeping Children Safe in Education 2016;
- Working Together to Safeguard Children, 2015

These duties are listed below:

1.2 Duties

To provide a safe environment the Governing Body, Head Teacher and the Senior Leadership Team of the school will:

- Ensure that everyone from the Designated Safeguarding Governor to the Designated Safeguarding Officer and all members of the school community have appropriate safeguards and supports in place should they choose to raise Safeguarding issues, however unusual or sensitive these may be;
- Cultivate an ethos within the school community where all adults feel comfortable and supported to draw Safeguarding issues to the attention of the Head Teacher and/or the Designated Safeguarding Officer and are able to pose Safeguarding questions with "respectful uncertainty" as part of their shared responsibility to safeguard children;
- Establish and maintain an environment where children feel secure, are encouraged to talk without coercion and are listened to;
- Ensure children know that if they are worried they can talk to adults in the school;
- Ensure that every effort is made to establish effective working relationships with parents and colleagues from other agencies and are fully committed to the provision of Early Help;
- Ensure all adults working with children are aware of the role of Cheshire West Safeguarding Children's Board;
- Include opportunities in the Personal, Social and Health Education (PSHE) & Sex and Relationship Education (SRE) curriculum for children to develop the skills they need to recognise and stay safe from abuse and to assess and manage risk as is appropriate to their age, stage of development and level of understanding;
- Take all reasonable measures to ensure risks of harm to children's welfare are minimised;
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with families and agencies as far as possible;
- Ensure robust Safeguarding arrangements are in place and embedded in the daily life and practice of the school;
- Promote pupil health and safety;
- Promote safe practice and challenge unsafe practice in line with procedure;
- Ensure that procedures are in place to deal with allegations of abuse against staff and volunteers;
 - *HM Government Guidance on Keeping Children Safe in Education, 2016, Part 4: Allegations of abuse made against teachers and other staff*
- Put in place and promote robust anti-bullying, including cyber bullying, strategies;
- Meet the health needs of children with medical conditions;
- Provide first aid;
- Tackle drugs and substance misuse;

- Work with all agencies with regard to missing children, anti-social behaviour/gang activity, child sexual exploitation, radicalisation and extremism, and violence/knife crime in the community.

1.3 Site procedures

The safety of both students and staff is paramount. Staff are asked to adhere to the 5 mph speed limits around the site and also be mindful of student movement if leaving the site in a vehicle during the school day.

2 Responsibilities

The school will identify harm and maintain safety by:

- Everybody having a duty to safeguard children inside and outside the school environment including school trips, extended schools, activities and vocational placements;
- Involving parents and providing advice/guidance regarding Safeguarding;
- Maintaining a child focus and listening to children;
- Recognising signs of concern, especially with children who may be vulnerable;
- Documenting and collating information on individual children to support early identification, referral and actions to safeguard;
- Taking appropriate actions to address concerns about a child's welfare in partnership with other organisations and Safeguarding agencies;
- Informing all staff and volunteers who the Designated Safeguarding and Deputy persons for Safeguarding are in school;
- Providing PSHE/SRE, including raising awareness with children in what are and are not acceptable behaviours.

PSHE/SRE input will provide opportunities for children and young people to learn how to keep themselves safe, for example, by:

- The availability of advice and support in their local area and online;
- Recognising and managing risks in different situations, including on the internet;
- Judging what kind of physical contact is acceptable and unacceptable;
- Recognising when pressure from others, including people they know, threatens their personal safety and well-being
- Developing effective ways of resisting pressure;
- Developing healthy relationships, including awareness of unhealthy relationships where domestic violence, bullying and abuse occur;

2.1 The roles and responsibilities of the Designated Safeguarding Officer and other Designated Safeguarding Officers

An appropriate member of the school's leadership team has been assigned to the role of Designated Safeguarding Officer. They have received appropriate training and are supported in their role:

Designated Safeguarding Officer

Mr S Gray

Governor with responsible for Safeguarding

Miss G Morris

Other Designated Officers provide additional support to ensure the responsibilities for safeguarding children are fully embedded within the school ethos and that specific duties are discharged. This entails supporting the Designated Safeguarding Officer in dealing with referrals, attending case conferences and supporting the child/children. They have received appropriate training and are supported in their role:

Deputy Designates **Miss L Hewitt, Mrs H Hill, Mrs K Hill and Mr D McGrath**

House Progress Managers also have significant responsibility for Welfare and Safeguarding and often deal with Safeguarding incidents with guidance from the Safeguarding or Deputy Safeguarding Persons.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students. The Designated Safeguarding Officers will ensure a structured procedure within the school, which will be followed in cases of suspected abuse.

The Designated Safeguarding Officers are responsible for the following:

2.1.1 Referrals

- Referring cases of suspected abuse or allegations to the relevant investigating agencies;
- Acting as a source of support, advice and expertise within the school when deciding on the most appropriate course of action by liaising with relevant agencies;
- Liaising with the Head Teacher to inform him of any issues and ongoing investigations. The Designated Safeguarding Person will ensure there is always cover for this role on the school site in the event of their absence;
- Ensuring that a systematic means of monitoring children known or thought to be at risk of harm, is in place and that the school contributes to assessments of need and actively supports multi agency planning for those children.
- If a designated Safeguarding officer is unavailable to make an urgent referral then any member of staff in school can do this.
- The Designated Safeguarding Person is not responsible for dealing with allegations made against members of staff. This is the responsibility of the Head Teacher who will inform the Local Authority Designated Officer (LADO).

<http://cheshirewestlscb.org.uk/wp-content/uploads/2015/06/Allegations-Referral-Form-West-Jan-15.doc>

Following any information raising concern, the Designated Safeguarding Officer will consider:

- any urgent medical needs of the child
- the immediate safety and wellbeing of the child
- discussing the matter with other agencies currently known to be involved with the child and family
- the child's wishes and feelings.

The DT will 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
- whether to make a child protection referral to Contact and Referral Team 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 invite the parent or carer to engage with a Multi-agency group meeting, Team Around the Family assessment and/or make a referral for other services e.g. iART.

All information and actions taken, including the reasons for any decisions made, will be fully documented on the school CPOMs system.

2.1.2 Action following a child protection referral

The Safeguarding Officer or House Progress Manager will:

- make contact with the allocated social worker or team manager in the event of absence
- 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
- endeavour to share all reports with parents prior to meetings
- where in disagreement with a decision made by Children's Social Care e.g. not to apply child protection procedures or not to convene a child protection conference, follow the formal Escalation Process in respect of resolving professional disagreements/escalation process <http://cheshirewestlscb.org.uk/policy-and-practice/escalation-and-resolution-policy/>
- where a child subject to a child protection plan moves from the school or goes missing, immediately inform the Contact and Referral Team.

2.1.2 Raising Awareness

The Safeguarding Lead will:

- Work with the governing body to ensure that the School's Safeguarding Policy is updated and reviewed annually;
- Ensure that, in order to avoid conflict and mistrust, parents are aware that referrals may be made and of the role of the School;
- Ensure that when children leave the school, their Child Protection File is discussed as soon as possible with the Designated Safeguarding Officer at the new school;
- Make sure that the Child Protection File is transferred separately from the main pupil file within 15 days of transfer; It should be posted recorded delivery to the Designated Safeguarding Person at the new school or delivered directly by hand and a signature received, unless the child is leaving year 11 to go to a further education setting, in which case the file should be retained by the current school for a period stipulated in current statutory guidance;
- Where the new school is not known, alert the Education Welfare Service at Cheshire West and Chester Council so that the child's name can be included on the database for missing students and appropriate action taken to ascertain the safety of the child;
- Cascade Safeguarding advice and guidance issued by Cheshire West Safeguarding Children's Board.

2.1.3 Training

Designated Safeguarding Officers need to attend the multi-agency 2 day Level 2 course in Safeguarding. This training then needs to be updated by attending a one day refresher course, at least every 3 years. This will enable more time to attend additional courses in areas such as CSE, Neglect and Domestic Abuse. The Designated and Deputy Designated Safeguarding Officers will ensure all staff receive appropriate Safeguarding training.

The Level 3 training enables Safeguarding Officers to:

- Recognise how to identify signs of abuse and when it is appropriate to make a referral by using the continuum of need thresholds;
- Have a working knowledge of how to support the TAF, how CWAC LCSB operates, how a child protection case conference is conducted, and be able to contribute to planning meetings if required to.

In addition to the formal training, knowledge and skills should be updated by reading email bulletins, attending safeguarding lead meetings and reading child protection updates.

All staff will be expected to undergo endorsed Basic Awareness in Safeguarding training within the first term of their employment/placement, which will be refreshed every 3 years. All staff and volunteers, especially new or part-time staff who may work with different educational settings, will receive:

- induction training to ensure that they:
 - have an overview of the organisation
 - understand its purpose, values, services and structure
 - are able to recognise/identify signs of abuse which may include:
 - significant changes in children's behaviour;
 - deterioration in children's general well-being;
 - unexplained bruising, marks or signs of possible abuse or neglect;
 - children's comments which give cause for concern;
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
 - inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of personal information (eg phone numbers, email, social networking) or images
- know that they must report any concerns immediately they arise and to whom
- understand confidentiality issues.

Staff will sign training registers as training is completed.

3 Roles and Responsibilities of the Head Teacher

The Head Teacher will ensure that:

- Policies and procedures adopted by the Governing Body are fully implemented and followed by all staff, so that everyone knows what to do if concerned about a child;
- Sufficient resources and time are allocated to enable the Designated and Deputy Designated Safeguarding Officers and other staff to discharge their responsibilities;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies;
- They personally, along with other senior leaders undertake safer recruitment training in order to comply with the statutory requirement to have a trained person on every recruitment panel;
- Allegations against a member of staff are referred in a timely manner to the Local Authority Designated Officer (LADO) if appropriate.

4 Roles and Responsibilities of the Governing Body

The Governing body is collectively responsible for the school's Safeguarding arrangements. The Designated Safeguarding Governor will undertake initial Safeguarding training to understand their Role and Responsibilities. Ideally, all governors will undertake the Basic Awareness Safeguarding training with their school.

Allegations of abuse made against the Head Teacher are reported to the Chair of Governors, and referred to the LADO.

The Governing Body will ensure that:

- Safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices;
- Sufficient governors are trained in safer recruitment practices that appointments to the senior leadership team can be adequately supported;
- The school has effective policies and procedures in place in accordance with this policy, and school's compliance with them is monitored;
- There are policies and procedures in place for dealing with complaints and/or allegations against staff, including the Head Teacher and any subsequent staff disciplinary hearings.
- There is a Designated Safeguarding Governor to champion Safeguarding issues within the school, to liaise with the Head Teacher/Designated Safeguarding Officers and to provide information to the Governing Body. The Designated Safeguarding Governor should be supported by the Chair of Governors;
- The Head Teacher, and all staff who work with children, will undertake a full and endorsed Basic Awareness Safeguarding training every three years and have access to a refresher session every year;
- Temporary staff, volunteers and other regular visitors to the school who work with children are made aware of the school's arrangements for Safeguarding and their responsibilities.
- A termly Governor visit and "walk around" takes place with a focus on behaviour and safety.

5 Identifying Concerns

"Early identification and provision of help is in the child's best interest and results –services which deliver and support families are vital in promoting children's wellbeing."

"All who come into contact with families have a part to play in identifying these children whose needs are not being adequately met."

The Munro Review of Child Protection Part 1 : A systems analysis Professor Eileen Munro.

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, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges, which can include:

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

Staff need to be alert to these challenges in their dealings with children.

5.1 Categories of Abuse and Definitions

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 the 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 involves forcing or enticing a child or young person to take part in sexual activities, not necessarily a high level of violence, whether or not the child is aware of what is happening. These activities may involve physical contact, including penetrative (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children looking at or in the production of, sexual images, watching sexual activities, or 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.

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

Emotional Abuse is the persistent emotional ill treatment 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
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- 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) causing children frequently to feel frightened or in danger, or the exploitation or corruption of 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, clothing or 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-takers
- ensure access to appropriate medical care or treatment.

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

Peer on peer abuse

It is important to recognise that abuse of children does not just involve adults, it can occur between peers. The DfE's 'Sexual violence and sexual harassment between children in schools and colleges' (2017) makes this clear. A summary of this Guidance has been issued to staff (January 2018). When such instances occur, the School will take steps to support the victim and perpetrator. These steps include:

- A risk assessment to evaluate the risks posed by the perpetrator
- Emotional support for the victim
- Support for the perpetrator
- Steps to try and maintain confidentiality regarding the issue in school
- Liaison with outside agencies, as required
- Liaison with parents/carers, as required
- Consideration of day-to-day routines in school, for example whether the victim and perpetrator are in the same form group or classes

Students who are vulnerable to extremism

The Whitby High School values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The Whitby High School is clear that this exploitation and radicalisation should be viewed as a Safeguarding concern.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 4.

We seek to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi /White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The school governors, the Head Teacher and the Designated Safeguarding Officers have assessed the level of risk of radicalisation and extremism within the school and put actions in place to reduce that risk. This risk assessment will be reviewed annually.

The Prevent Single Point of Contact (SPOC) for Safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism is Mr S Gray. The responsibilities of the Single Point Of Contact are described in **Appendix 5**.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC or another Designated Safeguarding Officer.

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

Students who are vulnerable to exploitation, forced marriage, honour-based violence, female genital mutilation or trafficking

Our Safeguarding policy through the school's values, ethos and behaviour policies provides the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.

Our school keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation. Staff are supported to recognise warning signs and symptoms in relation to specific issues.

The serious crime act 2015 introduced a new duty on teachers and other professionals to report to the police known cases of FGM involving victims under 18. See **Appendix 6**. So called Honour-Based Violence encompasses crimes which have been committed in order to protect or defend the honour of the family and/or community and include FGM, forced marriage. All forms of HBV are abuse and should be handled and escalated as such. Further guidance can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_statutory_guidance_on_FGM_-_FINAL.pdf and https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf

Sexting has no clear definition but is generally considered to be young people sending or posting sexually suggestive images via email on on the internet. Creating and sharing sexual photos and videos of under 18s is illegal. The response from schools requires careful management. The phrase "Youth produced sexual imagery" has been introduced and covers:

- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.

In dealing with such cases schools should refer to the following advice https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS_4.pdf

Sexual Violence and Sexual Harassment includes sexual and lewd comments, violence and harassment. Further advice on how to respond to such cases can be found at <https://gov.uk/government/publications/sexual-violence-and-sexual-harrassment-between-children-in-schools-and-colleges>. A summary of this guidance was shared with Whitby staff in January 2018.

5.2 Disclosure this section has been moved and slightly amended

All members of staff, volunteers and governors must know how to respond to a pupil who discloses abuse, and they must be familiar with procedures to be followed.

“Staff across frontline services need appropriate support and training to ensure that as far as possible they put themselves in the place of the child or young person and consider first and foremost how that situation must feel for them. “

Lord Laming 2009

It takes a lot of courage for a child to disclose that they are being abused. They may feel disloyal, ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a pupil talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately, the pupil may think that you do not want to listen, if you leave it until the very end of the conversation, the pupil may feel that you have misled them into revealing more than they would have otherwise.

During your conversation with the pupil:

- Allow them to speak freely
- Remain calm and do not overreact
- Give reassuring nods or words of comfort
- Under no circumstances ask investigative questions
- At an appropriate time tell the pupil that in order to help them you must pass the information on
- Respect the child's personal space
- Tell the pupil what will happen next
- Report verbally to a Designated Safeguarding Officer.

After the conversation:

- Write up your conversation on CPOMs as soon as possible alert the designated person
- Seek support if you feel distressed
- If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. A Safeguarding Officer or House Progress Manager should make the referral. In an emergency situation anybody can make a referral.

6 Confidentiality

While it is recognised that all matters relating to safeguarding individual children are confidential, a member of staff, governor or volunteer, if confided in by a pupil, must never guarantee confidentiality to that pupil.

Where there is a Child Protection concern it will be passed immediately to a Designated Safeguarding Officer who will consider the most appropriate response, consulting with relevant partners if appropriate.

The parents of the child should be informed immediately unless it is felt that this would not be in the best interests of the child.

The Head Teacher, Designated Safeguarding Officer or House Progress Manager will disclose personal information about a pupil, including the level of involvement of other agencies, to other members of staff only on a 'need to know' basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

CPOMs (Child Protection Online Management System) is used to log all concerns, incidents and actions though paper files are still used for legacy documents. House Progress Managers and Designated Safeguarding Officers have full access to all information stored. Other colleagues are able to report incidents and view incidents they are specifically alerted to.

7 Records and Monitoring

Child protection information will be stored and handled in line with the principles of the Data Protection Act 1998 to ensure that information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject's rights
- secure.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, 1998, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they should refer the request to the Head Teacher.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

Any concerns about a child will be recorded in writing within 24 hours. All records must provide a factual, evidence-based account. Accurate recording of actions should be made. Records will be signed, dated and where appropriate witnessed.

Hard copies of records or reports relating to Safeguarding concerns will be kept in a separate, confidential file, securely stored away from the main pupil file. From March 2016, new Welfare or Safeguarding concerns are recorded and shared in school using CPOMs. This will become over time the central record for recording, reporting and sharing such information. Schools may hold some other electronic records, for example, a record of concern log or the multi-agency referral form or a central list of those students who have a child protection plan in place. Authorisation to access these electronic records will be controlled by the Designated Safeguarding Officer.

Records will be kept up to date and reviewed regularly. Original notes will be retained as evidence if there are criminal proceedings arising from current or historical allegations of abuse or neglect or civil actions.

Timely and accurate recording will take place when there are any issues regarding a child. A record of each episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded in chronological order and kept within the confidential file for that child. Support and advice will be sought from Children's Social Care or the Local Authority Designated Officer, whenever necessary and recorded.

If the child moves to another setting the Safeguarding file should be sent, by registered post immediately to the Designated Safeguarding Person at the new setting, making sure that the Safeguarding file is transferred separately from the main pupil file. There must be liaison between the two Designated Safeguarding Officers in order to ensure a smooth and safe transition for the child.

Where the new school is not known, the Educational Welfare Service at Cheshire West and Chester should be informed so that the child can be included on the database for missing students and action taken to ascertain the safety and wellbeing of the child and that the child is receiving their right to education.

8 Supporting children

“The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent it affects their health and development or, at the extreme, causes them significant harm (including self harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti bullying strategies.”

Working Together to Safeguard Children 2015

Some children may have an increased risk of harm. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. Our community will therefore establish and maintain an ethos which is understood by all staff and enables young people to feel secure and encourages them to talk knowing that they will be listened to. We will ensure that all young people know there is an adult in school whom they can approach if they are worried or in difficulty. We will provide across the curriculum, opportunities which equip young people with the skills they need to stay safe from harm and to know to whom they should turn for help.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum;
- A school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued;
- Implementation of the school Behaviour Policy.;
- Liaison with other agencies that support the pupil;
- Ensuring that, where a pupil subject to a child protection plan leaves, their information is transferred to the new school immediately and that the child’s social worker is informed.

9 Early Intervention and Prevention within Safeguarding

All school staff need to be aware of their responsibility to raise any concerns they have about a child as early as possible in order to prevent the situation worsening. This may present as a change in a child’s behaviour, appearance or from a conversation with the family about home conditions, financial difficulties, speech and language, toileting issues etc. Where this concern does not identify a Safeguarding issue but could lead to more serious concerns if left, staff need to follow the procedures set out in the **Team around the Family (TAF)** guidance to fulfil their duties at level 2 and 3 on the **Continuum of Need**. This may involve signposting to or involving more appropriate agencies for support and may involve the school to or sometimes acting as Lead Person on a child’s TAF. In the event of complex needs, a referral to the Early Support Access team should be made. The TAF adviser Jayne Ford can be contacted in case of query.

10. Young Carers (refer to Young Carers Policy)

In many families, children contribute to family care and well-being as a part of normal family life. A young carer is a child who is responsible for caring on a regular basis for a relative (usually a parent, grandparent, sometimes a sibling or very occasionally a friend) who has an illness or disability. Many young carers may experience:

- 1 Social isolation;

- 2 A low level of school attendance;
- 3 Some educational difficulties;
- 4 Impaired development of their identity and potential;
- 5 Low self-esteem;
- 6 Emotional and physical neglect;
- 7 Conflict between loyalty to their family and their wish to have their own needs met.

The Whitby High School has signed up to Cheshire Young Carers School Support Programme (see policy). Colleagues should report concerns to one of the Cheshire Young Carers representatives, Mrs H. Hill or Mrs S Macguire. Colleagues are made aware annually of the reporting/referral process to these named persons. The school has an internal effective reporting system between all staff and the young carer's representative.

11 Children in Care (refer to Children in Care Policy)

The Headteacher will ensure that a member of staff is appointed as a Designated Teacher for CiC. The designated person will ensure that the school is meeting its statutory duties to CiC including completing PEPs, contributing to 'in care reviews' and case conferences of children in care. The designated person for looked after children is **Mrs H. Hill**.

12 E Safety

The school network has strict filters and students agree to a code of conduct for network use. Through ICT, PSHCE, and a rolling programme of assemblies and tutorials we remind our students of how to keep safe online and what is acceptable behaviour. The school subscribes to "E safety Support" and receives frequent bulletins which are shared with staff, students and parents to ensure all are updated on new and emerging e-safety issues. Staff and Governors have completed training in e-safety.

13 Recruitment

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' 2016. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including 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 Children's List, Disclosure and Barring checks and right to work in England checks.

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

- An enhanced DBS Check is obtained for **all** new appointments where an individual will 'intensively and frequently' have contact with our students, which will include a barred list/prohibition from teaching check for all new teaching staff
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate

- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA.

14 Volunteers

All volunteers in the school are expected to follow the policies and procedures in the same way as paid staff. Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children. All volunteers receive guidance on the parameters of their role and what to do if they have concerns before they start their work with the school.

15 Safe Staff

Checks will be undertaken corresponding to Safer Recruitment procedures on all adults working in the school to establish their suitability to work with children. All school staff will take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults. If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the Head Teacher or the most senior teacher if the Head Teacher is not present. The Head Teacher or most senior teacher will then consult with the Local Authority Designated Officer.

Allegations against the Head Teacher are reported to the Chair and referred to the Local Authority Designated Officer (LADO).

16 Conduct of Staff (see Staff Charter, formerly Staff Code of Conduct)

"Absolutely without fail - challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong"

"Sounding the Alarm" – (Barnardos)

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. Staff will have access to Keeping Children Safe in Education 2016 on appointment/induction, and the link is below.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

All staff should be aware of the dangers inherent in:

- Working alone with a child;
- Physical interventions;
- Cultural and gender stereotyping;
- Dealing with sensitive information;
- Giving to, and receiving gifts from, children and parents;
- Contacting children through private telephones (including texting), e-mail, MSN, or social networking websites;
- Disclosing personal details inappropriately;
- Meeting students outside school hours or school duties;

- Making inappropriate comments or excessive one to one attention beyond the normal requirements of the role.

Staff must understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

16.1 Whistleblowing (see Whistleblowing Policy)

Suspicious or concerns about inappropriate behaviour or malpractice must be reported in line with The Whitby High School's Whistleblowing procedures. Please refer to this policy for more details. If a member of staff is dismissed from their role at the School due to a safeguarding issue, or resigns before dismissal, the Safeguarding Lead will liaise with the Local Authority 'LADO Team' to ensure that the DBS is informed and that appropriate records are passed on to that body. A written assurance will be sought from the Local Authority that requisite steps have been taken in such circumstances.

16.2 Allegations

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

- a. behaved in a way that has harmed, or may have harmed, a child;
- b. possibly committed a criminal offence against or related to a child; or
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

we will apply the same principles as in the rest of this document and will always follow the Cheshire West Safeguarding Children Procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely.

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

Initial action to be taken:

- 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 will consult with the Local Authority Designated Officer (see Contacts List) 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 Contact and Referral and/or the police for investigation
- Consideration will be given throughout to the support and information needs of students, parents and staff
- The head teacher will inform the Chair of Governors of any allegation.
- If consideration needs to be given to the individual's employment, advice will be sought from HR (see contact sheet).

17 Supporting staff

We recognise that staff working who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting. We will support staff by providing an opportunity to talk through anxieties with a Designated Safeguarding Officer or Head Teacher and to seek further support, if necessary.

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings <http://www.childrenengland.org.uk/upload/Guidance%20.pdf> This guidance provides advice on the boundaries of appropriate behaviour and the circumstances that should be avoided in order to limit complaints against staff of the abuse of trust and/or allegations of abuse.

18 Photographing Children

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. We acknowledge, however, that some people abuse children through taking, using or circulating images.

Staff and Volunteers

- Parental consent will be sought annually and permissions noted
- Staff and volunteers must seek the authorisation of the Head Teacher and/or individual parents prior to taking photographs/ videos of children and must only use school equipment unless given specific authorisation by the Head Teacher
- The use of cameras on mobile phones or the downloading of images onto any internet site is forbidden
- Only the student's first name will be used with an image
- It will be ensured that students are appropriately dressed before images are taken
- Students are encouraged to tell us if they are worried or unsure about any photographs that are taken of them.

The Guidance for Safer working Practices for Adults who work with Children and Young People provides detailed guidance on the taking of photographs and storage of images.

The school cannot, however, be held accountable for the use of photographs or video footage taken by parents or members of the public at school functions where parental permission has been given.

19 Use of Reasonable Force

Our policy on Use of Reasonable Force by staff is set out separately. The DfE guidance covering this topic is The use reasonable force in schools, July 2013. Such events should be recorded on the school pro forma, signed by a witness where possible and forwarded to the Deputy Head (Pastoral).

We understand that physical intervention of a nature which appears to cause injury or distress to a child will be referred to the LADO and may be considered under the Council's child protection or disciplinary procedures

20 Before and After School Activities and Contracted Services

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate Safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appendix 1

Safeguarding Children – Key Points

All adults in charge of or in contact with children or young people should know what to do if they suspect that someone is being physically, emotionally or sexually abused, or if someone tells them that this is happening. Ensure that you are familiar with the Safeguarding policy; copies of which are located on the staff J drive.

In addition, the following key points give a guide on what to do and not to do.

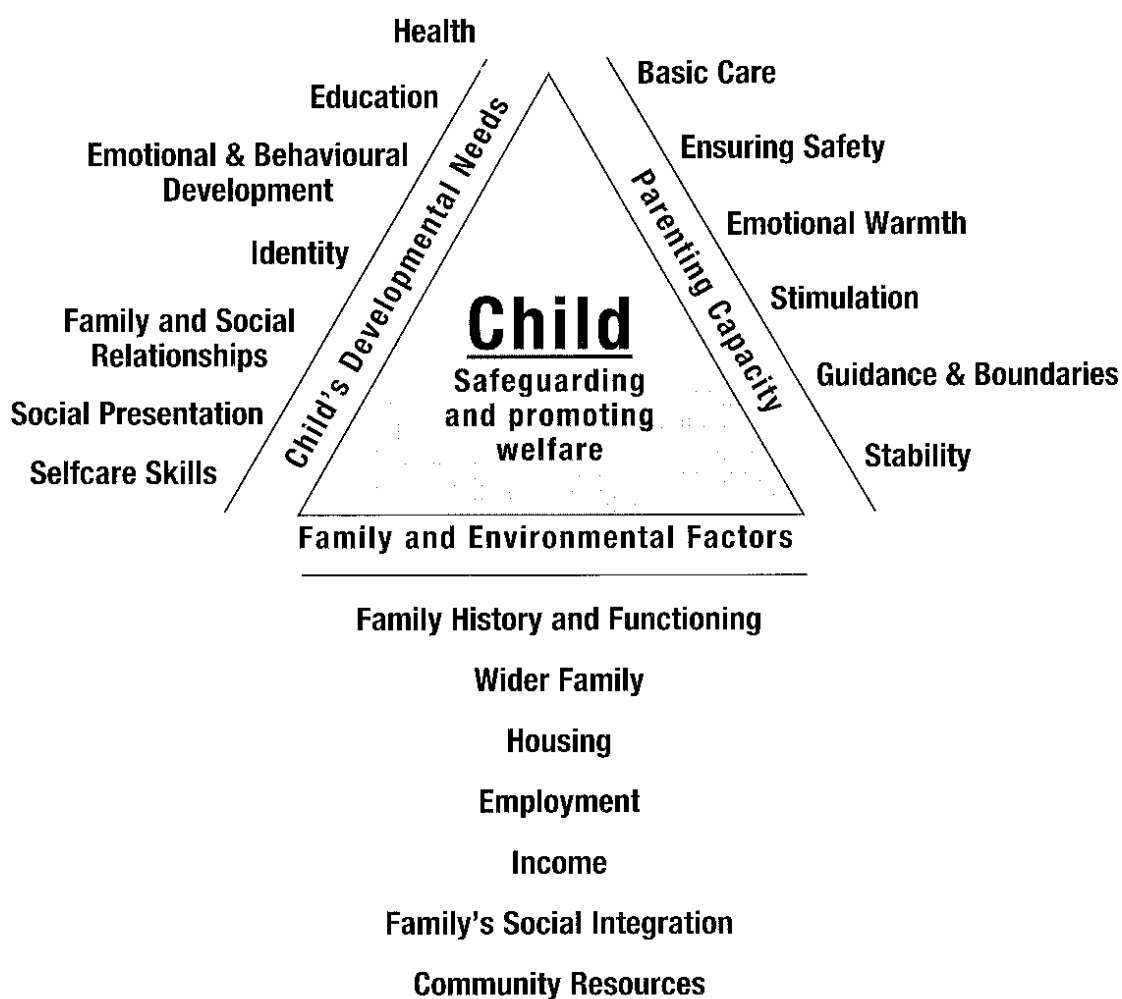
1. **Always** stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. Make a note of what was said or observed as soon as possible and pass to a Designated Safeguarding Officer or House Progress Manager at your earliest opportunity.
3. Never make a promise 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. You should 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 the people who absolutely have to know.
4. Do not 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. Immediately tell the Designated Senior Person for Safeguarding unless they are the subject of the accusation. Don't tell other adults or young people what you have been told. If someone has made an accusation to you or you have concerns about the Head Teacher, you should report your concerns to the Chair of Governors.
6. Discuss with the Designated Senior Person for Safeguarding whether any steps need to be taken to protect the person who has told you about the abuse.
7. **Never** attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. The Local Authority Designated Officer (LADO) or Children's Social Care Officers and police officers are the people trained to do this. You could cause more damage and endanger possible criminal proceedings. **It is your duty to refer concerns on, not investigate.**
8. As soon as possible (and certainly the same day) the Designated Senior Person for Safeguarding or the Chair of Governors where the allegation is against the Head Teacher, should refer the matter to The Local Authority Designated Officer (LADO) or the Contact and Referral Team (helped by your notes). Follow their instructions about what to do next. They will set up any necessary investigations. That is their statutory job.
9. **Never** think abuse is impossible in your organisation or assume that an accusation against someone you know well and trust is bound to be wrong.
10. Children and young people often tell other young people, rather than staff or other adults about abuse. Therefore you may hear an allegation from another child. This should be acted upon in exactly the same manner as outlined above.

Appendix 2 - Essential contacts

	Contact Details
<i>Designated Senior Person</i>	Mr S Gray
<i>Headteacher</i>	Mr B. Heeley
<i>Nominated Governor for Safeguarding</i>	Miss G. Morris
<i>Chair of Governors</i>	Mrs A Claydon; Mrs C Hibbert
<i>Other Designated Person</i>	Miss L Hewitt, Mrs H Hill, Mrs K. Hill, Mr D McGrath
<i>Local Authority Safeguarding Children in Education Officer</i>	Mrs V Thomason victoria.thomason@cheshirewestandchester.gov.uk
<i>IART (referrals)</i>	0300123 7047
<i>Emergency Duty Team (Out of hours) 4.30pm-8am Mon-Thurs From 4pm Friday 24hours weekends and bank holidays</i>	01244 977 277
<i>TAF Adviser</i>	Jayne.ford@cheshirewestandchester.gov.uk
<i>Early Support Access Team</i>	0300 123 7047
<i>Local Safeguarding Children's Board</i>	www.cheshirewestlsb.org.uk 0151 356 6494
<i>School Health Advisor</i>	ondrea.roberts@cheshirewestandchester.gov.uk
<i>CAMHS</i>	
<i>Cheshire Police</i>	0845 458 0000 or 101 for non emergencies 999 in case of emergency
<i>Safer Schools Officer</i>	Elizabeth.Stanton@cheshire.pnn.police.uk 01606 364565

Appendix 3 Assessment Triangle

Assessment Framework Triangle



Appendix 4

INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:
The demonstration of unacceptable behaviour by using any means or medium to express views which:
 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
 - Seek to provoke others to terrorist acts;
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
 - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
 - Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
 - Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
 - Personal Circumstances – migration; local community tensions; and events affecting the student / pupil’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
 - Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;

- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

8. More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Appendix 5

PREVENTING VIOLENT EXTREMISM –

ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)

The SPOC for The Whitby High School is Mr S Gray, who is responsible for:

- Ensuring that staff of the school are aware that you are the SPOC in relation to protecting students/students from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing students/students from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of The Whitby High School in relation to protecting students/students from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of the school's RE curriculum and assembly policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the school about the Safeguarding processes relating to protecting students/students from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the school for case discussions relating to students / students who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information from in relation to referrals of vulnerable students / students into the Channel* process;
- attending Channel* meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel* Co-ordinator; and
- Sharing any relevant additional information in a timely manner.

* Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

Appendix 6

Female Genital Mutilation

“Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons.” (World Health Organisation 1997).

Girls are at particular risk of FGM during school summer holidays, when families might choose to take their children abroad for the procedure. Many girls might not be aware that they are at risk of undergoing FGM.

Staff in school are aware of the issue and the school is aware of potential risks. We implement the following procedures:

- 1) A robust attendance policy
- 2) FGM training for Safeguarding Leads and disseminated training for all staff

Indications that a child is at risk of FGM:

- The family comes from a community that is known to practise FGM
- A child may mention FGM in conversation
- A child might have anxieties about a forthcoming holiday to travel.
- A child might express anxiety over a special ceremony.

From 31 October 2015, regulated health and social care professionals and teachers in England and Wales have a mandatory requirement to report visually confirmed or verbally disclosed cases of FGM in girls under 18 to the police.

The duty was introduced through the Serious Crime Act 2015, following a public consultation.

Appendix 7

Guide to be followed if you have a concern about a child's welfare

The following table is designed to act as a guide when dealing with child welfare cases:

Nature of concern	Whom should the concern be passed to?	Action
Low-level name-calling and insults	Teaching staff Form tutor	<input type="checkbox"/> If in lesson, to be dealt with by classroom teacher <input type="checkbox"/> Inform form tutor and House staff so they can gain an overview <input type="checkbox"/> Issue appropriate sanction, such as a detention
Persistent verbal abuse	House staff	<input type="checkbox"/> Increased severity of sanction, from a detention to fixed-term exclusion
Bullying and harassment	Teaching staff Form tutor (low level) House staff	<input type="checkbox"/> Record information and pass to form tutor (low level) or House (more serious) <input type="checkbox"/> Issue appropriate sanction, from detention to fixed-term exclusion <input type="checkbox"/> Log serious cases <input type="checkbox"/> Refer to the Inclusion Manager for restorative work
Personal hygiene, under-nourishment or change in behaviour	Form tutor House staff	<input type="checkbox"/> Initially relay the concerns to the form tutor <input type="checkbox"/> Form tutor to liaise with House staff and make home contact if necessary <input type="checkbox"/> Refer to House staff if concerns persist <input type="checkbox"/> Neglect cases – Child Protection Officer
Evidence of self-harm	Form tutor House staff	<input type="checkbox"/> Refer to House staff <input type="checkbox"/> Look at case history – many young people self-harm as a one-off occurrence <input type="checkbox"/> Monitor and make home contact <input type="checkbox"/> If concerns persist, refer to Child Protection Officer <input type="checkbox"/> Learning Mentor referral for serious cases
Evidence of physical injuries – black eye or bruising on body	House staff	<input type="checkbox"/> Children often injure themselves – if you are suspicious, refer to House staff <input type="checkbox"/> Refer to Child Protection Officers if there is a concern about domestic violence
Concerns about whereabouts of parents/carers (child being left alone)	House staff Child Protection Officer	<input type="checkbox"/> Refer concerns to the EWO <input type="checkbox"/> Inform CPO in case Social Services referral is required
Child makes a disclosure about abuse	Child Protection Officer	<input type="checkbox"/> Make it clear any information given must be passed on <input type="checkbox"/> Make notes in as much detail as possible <input type="checkbox"/> Refer to Child Protection Officer <input type="checkbox"/> Social Services referral
Concerns about parental impact on emotional well-being	House staff	<input type="checkbox"/> Initially report to House staff <input type="checkbox"/> Serious concerns - Child Protection Officer
Allegations against members of staff	Senior Child Protection Officer	<input type="checkbox"/> Refer to Senior CPO for investigation