



# Weobley High School Safeguarding Policy

June 2015

Reviewed: September 2015  
Reviewed by: DMS, Rachel Day  
Adopted by the Governing Body: (subject to ratification)  
To be reviewed: September 2016

# Safeguarding Policy

## Named personnel with designated responsibility for Safeguarding

Academic year	Designated Member of Staff DMS	Deputy Designated Member of Staff DDMS	Nominated Governor	Chair of Governors
2013-2014	Rachel Day	Russell Jones	Delia Nicholson-Little	Paul Avery

## Policy review dates

Review Date	Changes made	By whom	Date Shared
Feb 2014	To reflect staffing and training changes	J Shock	March 2014 following ratification by governors

## Dates of Staff training and details of course title and training provider

Whole school	Designated Member of Staff	Deputy Designated Member of Staff
<p>Sept 2013 Level 1 Safeguarding , R.Day, R.Jones</p> <p>April 13 Group 1 Safeguarding (low contact staff &amp; parents) R Day</p> <p>July 13 Group 2 Safeguarding, R Day</p>	<p>Dec 2008 (R Day) Level 2 Safeguarding Herefordshire Council</p> <p>June 2011 Group 5 Safeguarding Herefordshire Council (HSCB).</p>	<p>Level 2 Safeguarding Herefordshire Council June 2010 (R Jones) July 2010 (G Pawlow)</p>

## **CONTENTS**

Introduction

School Commitment

### **Providing a Safe and Supportive Environment**

1. Safer Recruitment and Selection
2. Safe Practice
- 2.a. Day to Day Procedures
3. Safeguarding Information for Pupils
4. Partnership with Parents
5. Partnership with Others
6. School Training and Staff Induction
7. Support, Advice and Guidance for Staff
8. Related School Policies
9. Pupil Information
10. Roles and Responsibilities:
  - Governing Body*
  - Headteacher*
  - Designated Member of Staff*
  - All Staff and Volunteers*

### **Identifying Children who are suffering or likely to suffer Significant Harm**

Definitions

### **Taking Action to Ensure that Children are Safe at School and at Home**

1. Staff will immediately report
2. Responding to Disclosure
3. Action by Designated Member of Staff
4. Action following a Child Protection referral
5. Recording and Monitoring
6. Supporting the Child and Partnership with Parents

## **List of Appendices**

**App 1** - Safeguarding & ICT Policy, Weobley High School

**App 2** – Safeguarding flowchart and explanation

**App 3** – Protocol for pupils absent from class

**App 4** – Pupil, staff and visitor signing in procedure

## INTRODUCTION

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

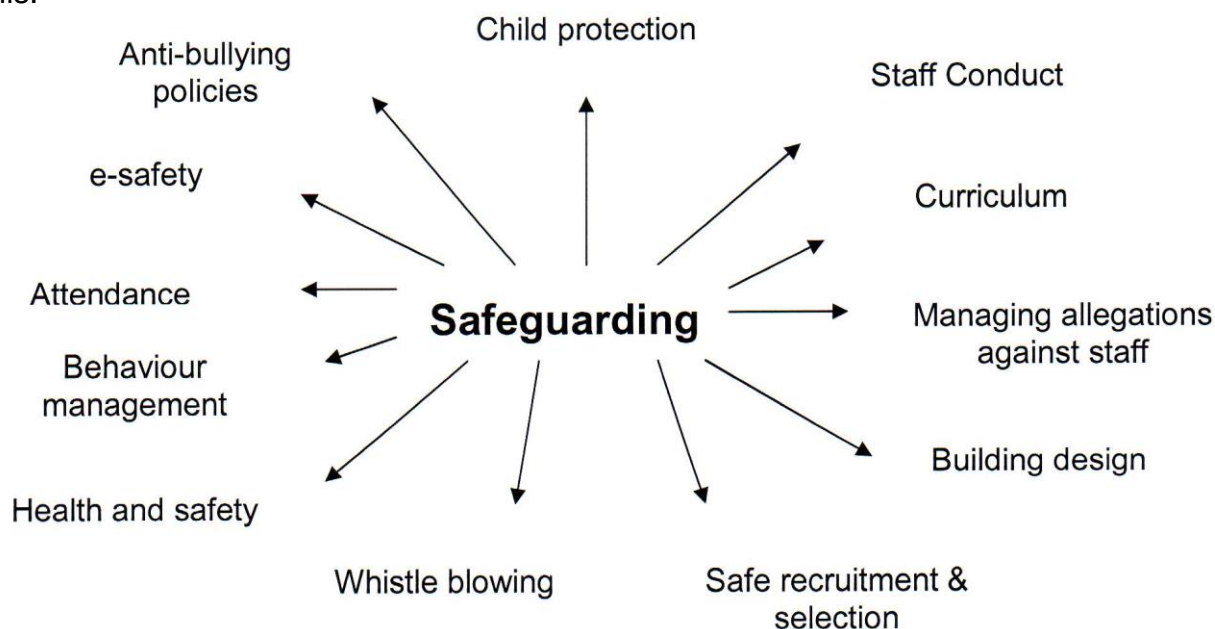
Section 11 of the Children Act 2004 places a statutory duty on key people and bodies to make arrangements to safeguard and promote the welfare of children. The statutory guidance on the duty, which was first issued in 2005, has been updated. The revised version was published in April 2007. Further updates were provided in the governments statutory guidance on Keeping Children Safe in Education (March 2015)

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

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

## SCHOOL COMMITMENT

Weobley High School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse, exploitation and/or radicalisation. We recognise that children who are abused or neglected or suffer maltreatment may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others or may be more easily coerced into unsafe situations or behaviours. We will always take a considered and sensitive approach in order that we can support all of our pupils.



# PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

## 1. Safer Recruitment and Selection

The school pays full regard to current DfE guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007 and the governments statutory guidance on keeping children safe in education (March 2015) 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 scrutinizing applicants, verifying identity and academic or 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, where appropriate, undertaking List 99 and Disclosure and Barring Service checks

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

- A DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll, **the school awaits further information about the Independent Safeguarding Authority.**
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the Personnel and Payroll Unit.
- 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.

Dean Williams (Headteacher)  
Steve Edwards (Vice Chair of Governors)  
David Nicholas (Deputy Headteacher)

The staff above has undertaken the National College for School Leadership Safe Recruitment training ([www.ncsl.org.uk](http://www.ncsl.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## 2. Safe Practice

Our school will comply with the current Safe Practice guidance.

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

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

- Work in an open and transparent way.
- Work with other colleagues where possible in situations open to question.
- Discuss and/or take advice from school management over any incident which may give rise to concern.
- Record any incidents or decisions made.
- Apply the same professional standards regardless of gender or sexuality.
- Be aware of confidentiality policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **2. A. Day to Day Procedures**

- All external gates are secured at 8.50am. Any student arriving late at school will have to access the school through the front office, where they will need to sign in. Any student wishing to leave during the school day must report to reception and will only be able to leave with written permission or communication from parents.
- Visitors may only access a secure reception area before having their identity checked and having to sign in. All visitors will be supervised by a member of staff at all times and will wear identification with a blue lanyard. Please see appendix 2.
- All doors outside of the gated secure area remain locked or secured through coded entry systems. Signs are displayed reminding staff to keep these doors secured at all times. Signs are also displayed to inform the students of correct access doors and gates.
- Members of SLT and Learning Co-ordinators patrol the site and supervise at lunchtimes and break times.
- It is promoted that members of staff must challenge any individual that they do not recognise who is present on the school site.
- Any Contract work undertaken is usually undertaken in the school holidays, all contractors used are from the approved list provided by the LA.

## **3. Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff they can talk to. The school is committed to ensuring that pupils are aware of conduct towards them that is not acceptable and how they can keep themselves safe. All pupils know that we they can talk to any member of staff but are specifically directed to their tutor or learning coordinator. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Our school will ensure that pupils are made aware of ways to contact someone if they want to and posters are displayed around the school.

In addition to this Mrs Gill Pawlow is employed to act as a school Councillor. All children are aware that they are able to speak to Mrs Pawlow and specialist facilities are provided to do this.

We make pupils aware of these arrangements through assemblies; tutor periods, Citizenship lessons and through posters displayed around the school.

## **4. Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Parents are invited to attend group 1 Safeguarding training.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Weobley High School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see 3 Action by Senior Designated Person)

We encourage parents to discuss any concerns they may have with their child's tutor or Learning Coordinator. Parents are made aware that they can view this policy on request. There is a monthly open parent's surgery in which parents can make an appointment with any member of staff. Tutors and Learning Co-ordinators are available to see Staff daily.

Weobley High School is committed to ensuring the welfare and safety of all children in school. The school will, in most circumstances, endeavor to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents.

## **5. Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Herefordshire Safeguarding Children Board. The DMS and DDMS attend all local safeguarding, behaviour support and child protection meetings and Channel panels where required. The school will ensure they are covered to facilitate their attendance. There is a joint responsibility on all these agencies to share information appropriately to ensure the safeguarding of all children.

The school awaits further information on locality teams.



## 6. School Training and Staff Induction

The school's senior members of staff with designated responsibility for child protection undertake group 5 Safeguarding training. Mrs Pawlow has also undertaken group 5 training and it is the intention that LCOs undertake group 3 training when further dates are available.

All school staff, including support staff, undertake group 2 Safeguarding training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals. Group 1 training is offered to all volunteers, parents, Governors and other members of the Community.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

All school staff have been issued with an electronic copy of the government's statutory guidance on Keeping Children Safe in Education part 1 (March 2015) and the prevent duty guidance (June 2015) along with other current safeguarding information to inform good practise.

## 7. Support, Advice and Guidance for Staff

Staff will be supported by Weobley High school, LA and professional associations.

The Designated Member of Staff for Safeguarding/Child Protection will be supported by DDMS and Mrs Delia Nicholson-Little (chair of Safeguarding Committee)

Advice is available from Herefordshire Children's Duty Team /MASH and the HSCB (please see contacts sheet)

All staff will undertake group 2 Safeguarding training and those with specific responsibility level 3. Safeguarding training requirements for members of staff are now written into generic job descriptions.

A clear flow chart of responsibilities and what to do if a member of staff has a concern or a disclosure has been made is displayed in every classroom/office (appendix 2).

## 8. Related School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population.

The policies listed below have links to this policy:

- [Child protection Policy](#)
- [Drug Abuse Policy](#)
- [Anti-Bullying](#)
- [Behaviour](#)

- *Complaints*
- *Freedom of Information*
- *Whistleblowing and Confidentiality*
- *Safeguarding in ICT*

## Children Missing from Education

On the first day of absence a member of the office staff will make contact with a parent or Guardian. Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the **Local Authority** or make a referral via the **MAG**

## Confidentiality

School has regard to “Information Sharing: Practitioner’s guide” HM Government, 2006 [www.ecm.gov.uk/deliveringservices/informationsharing](http://www.ecm.gov.uk/deliveringservices/informationsharing) “Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration.

## 9. Pupil Information

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

- Names and contact details of persons with whom the child normally lives.
- Names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).
- Details of any persons authorised to collect the child from school (if different from above).
- Any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence order, contact order, care order, injunctions etc.)
- If the child is or has been on the child protection register or subject to a care plan.
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.

## 10. Roles and Responsibilities

### ***Our Governing Body will ensure that:***

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- A senior member of staff is designated to take lead responsibility for child protection (and deputy).
- Staff undertake appropriate child protection training.
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- A governor is nominated to be responsible for liaising with the la and /or partner agencies in the event of allegations of abuse being made against the head teacher.
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- They review their policies and procedures annually and provide information to the la about them and about how the above duties have been discharged.

### ***Our Head teacher will ensure that:***

- The policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person 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.

## ***Senior Member of Staff with Designated Responsibility for Child Protection will:***

### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support , advice and expertise within the educational establishment.
- Liaise with the head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

### **Training**

- Recognize how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how Herefordshire safeguarding children board operate, the conduct of a child protection case conference and be able to attend and contribute to these.
- Complete prevent strategy training
- Ensure that all staff have access to and understand the school's child protection policy.
- Ensure that all staff have induction training.
- To ensure that staff are updated on all local and national issues such as the prevent strategy and Channel duty or issues around sexual exploitation.
- Keep detailed accurate secure written records and/or concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every three years.

### **Raising Awareness**

- Ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this.
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child

protection file should be copied and the copy forwarded to the Education Welfare Service.

***All staff and volunteers will:***

- Fully comply with the school's policies and procedures.
- Attend appropriate training.
- Inform the designated person of any concerns.

**IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

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

**Definitions**

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

**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 behavioral development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

**Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally

inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caretakers).
- Ensure access to appropriate medical care or treatment.

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

# TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the Weobley High School Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What to do if you are worried a child is being abused'.

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

## 1. Staff must immediately report:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behavior which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance .
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. Living in a household with children present).
- Any concern that a child may be being exploited or coerced into any activity that may be either criminal or harmful significantly sexual exploitation or being radicalised or drawn into terrorism

## 2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

## **Principles**

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

Staff will:

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

### **3. Action by the Designated Member of Staff (or other senior person in their absence)**

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child.
- Making an enquiry to find out if the child is subject to a Child Protection Plan by ringing the assessments and referral team on 01432 261268.
- Discussing the matter with other agencies involved with the family.
- Consulting with appropriate persons e.g. Safeguarding Officer, Social Care.
- The child's wishes.



Then decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.
- Whether to make a child protection referral to MASH or the local Chanel panel because a child is suffering or is likely to suffer significant harm or is at risk of radicalisation and if this needs to be undertaken immediately.

**OR**

- Not to make a referral at this stage.
- If further monitoring is necessary.
- If it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

#### **4. Action following a child protection referral**

The Designated Member of Staff or other appropriate member of staff will:

- *Make regular contact with the Social worker involved to stay informed*
- Wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- If the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences.
- Where possible, share all reports with parents prior to meetings.
- Where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Officer for Learning or the Manager of the Child Protection and Review Unit.
- Where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care.

#### **5. Recording and monitoring**

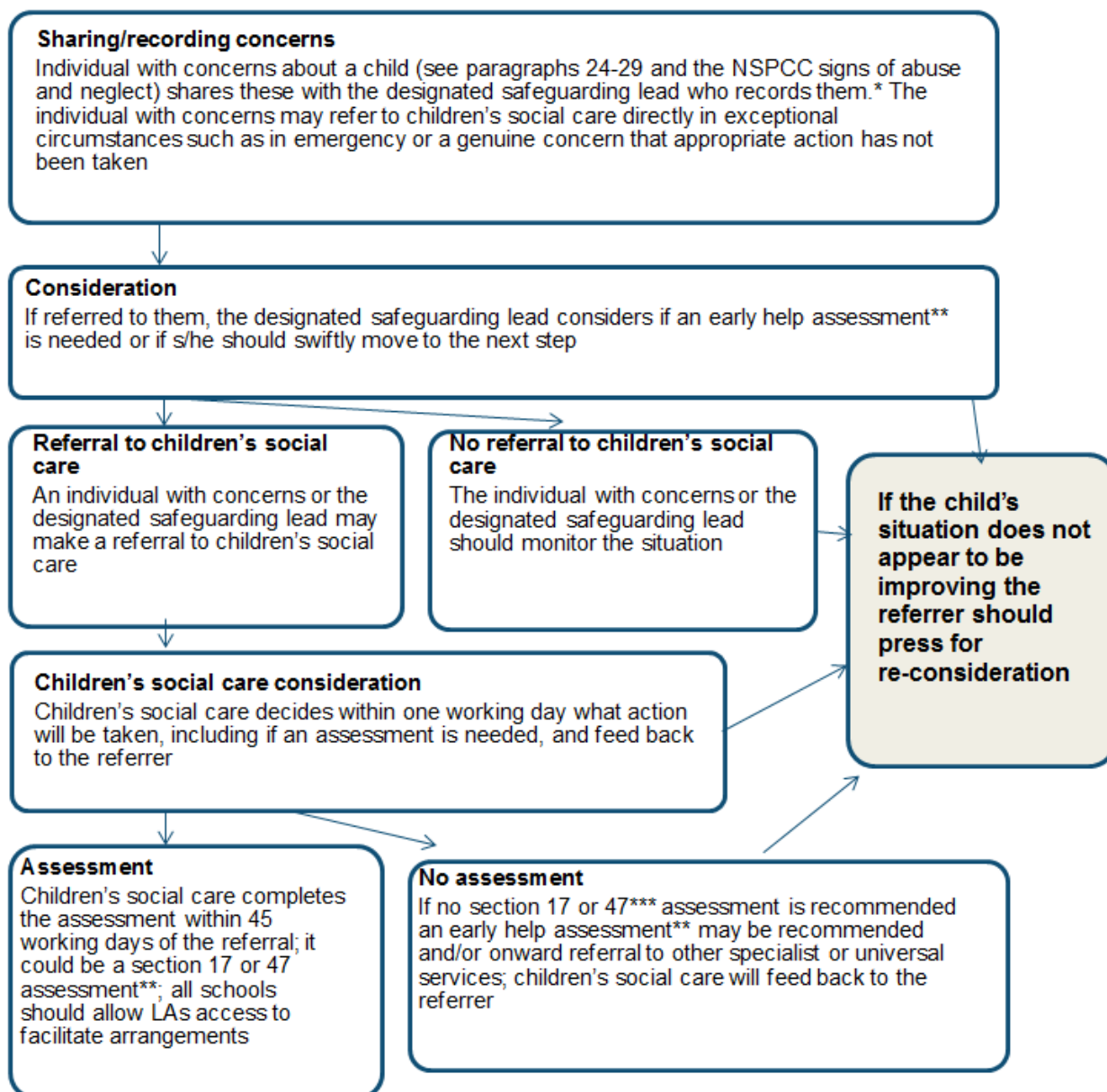
Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any

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

All C.P. documents will be retained in the child's file. This will be locked away and only accessible to the senior designated persons. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Local Authority

## **6. Supporting the Child and Partnership with Parents**

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- We will endeavor always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Member of Staff will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.



\*In cases which also involve an allegation of abuse against the staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member.

\*\* Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

\*\* Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989, see Chapter 1 of Working Together to Safeguard Children 2015 for more information.

## **Allegations regarding person(s) working in or on behalf of school (including volunteers)**

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 a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

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

### **Initial Action**

- The person who has received an allegation or witnessed an event will immediately inform the head teacher/CP Coordinator 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 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 social care and/or the police for investigation.
- Consideration will be given throughout to the support and needs of pupils, parents and staff.
- The head teacher will inform the Chair of Governors of any allegation.

## **Contacts**

Social Care Children's Duty Team 01432 261628 or 01432 261628  
Out of hours 01905 768020  
Police – General 08457 444888  
Safe and well Check 0300 3333 000

## **Websites**

Working together to safeguard children 2015:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418687/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_only.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418687/Keeping_children_safe_in_education_part_1_only.pdf)

Herefordshire Council Child Protection [www.herefordshire.gov.uk/health/social\\_services](http://www.herefordshire.gov.uk/health/social_services)  
<https://www.gov.uk/government/publications/prevent-duty-guidance>

### **Keeping Children Safe**

KS2/3

Bullying & child abuse

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.missdorothy.com](http://www.missdorothy.com)

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Domestic Violence

Internet Safety

[www.thehideout.co.uk](http://www.thehideout.co.uk)

[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

[www.childnet-int.org](http://www.childnet-int.org)

KS2/3

Jenny's story

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

Safe Practice in Physical Education in Schools - Chapter 9 – ISBN 978-1-905540-54-9

## **Documents**

### **DfE Documents**

[www.education.gov.uk](http://www.education.gov.uk)

Safeguarding Children and Safer Recruitment in Education (DfES 2006)

Working Together to Safeguard Children (DfES 2006)

What to do if you're worried a child is

Being Abused

[www.everychildmatters.gov.uk/safeguarding](http://www.everychildmatters.gov.uk/safeguarding)

## **Training Materials**

Safe Recruitment Training

[www.ncsl.org.uk](http://www.ncsl.org.uk) for the online course

## APPENDIX 1

Safeguarding & ICT Policy  
Weobley High School  
(Revised September 2015)

**This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values.**

### *Introduction*

Protecting young people in the online world means thinking beyond the school environment. As well as the computer to access the Internet, now many mobile phones and games consoles offer broadband connections. Pupils may be working online in school or at home.

Increasingly students will have access to personal devices not covered by network protection and therefore the emphasis needs to be on educating all users as to the risks involved and their obligation to act responsibly while online. All school staff should be aware of this policy and understand their personal responsibility with regard to keeping young people safe online and how to respond to e-safety incidents. Safeguarding children and young people in both the real and virtual world is everyone's responsibility. It is an extension of general safeguarding and this policy should be read along side the Safeguarding and Child Protection Policy.

All pupils should be made aware of the school's acceptable use policy and what to do if they have any Internet safeguarding concerns.

- *99% of children aged 8 – 17 access the internet (Ofcom, 2008)*
- Research shows that the Internet has led to more children and young people having access to some kinds of content that might not be appropriate for their age (e.g. sexual material)
- Although children and young people are really confident using technology they don't always know how to judge what information they can trust and what they can't.
- Inappropriate contact by strangers is also a problem and children are still meeting up with people they first met online, even when they know about the risks.
- Bullying can expand online, especially because it can be anonymous, and people feel less responsible for their contribution to the bullying.
- *Children and young people often upload things about themselves or others without necessarily understanding or thinking through what the long term effects might be.*  
(Byron Report 2008)

### *Reporting Incidents*

Pupils should know where to seek help both in and out of school and how to report incidents. They should be trained using the "ThinkUKnow" materials from the Child Exploitation Online Protection Centre (CEOP) and know when and who to use the Virtual Global Taskforce (VGT) icon available on some websites.

All student email is monitored by the ICT Support Staff who will report any inappropriate emails to the designated Safeguarding Officer. If a pupil receives an abusive e-mail or text they have been educated to report the matter to a member of staff as soon as possible. A copy of the e-mail with full headers, plus dates and times should be saved. Staff will investigate all complaints of abuse and take action accordingly. Responsibility for handling incidents involving children will be taken by the Designated Safeguarding Officer in consultation with the Head Teacher.

If one or more pupils view inappropriate material the first priority will be to give them appropriate support. The pupil's parent'/carers will be informed and given an explanation of the course of action the school has taken. If staff or pupils discover unsuitable sites, the ICT Support Staff will add the URL to the filtering system used within the school to block the site from pupils.

### *Age Restricted Material*

Weobley High School will minimise the risk of students gaining access to inappropriate materials through supervision and monitoring.

### *Web Filtering*

All Internet traffic is subject to both our internal (school based) filtering and some minor further filtering done via Hoople (our Internet services provider). As per recent government regulation, websites that can cause radicalisation are blocked via our webfilter. The filtering lists are constantly updated automatically via Websense under the Militancy and Extremist category. Our classroom management software will also shortly release a patch that monitors for searching of certain radicalisation related words.

### *Incidents of a racial nature*

Any incident of racially motivated abuse via technology needs to be linked in with the monitoring of racial incidents in the school. Where an incident involves racial abuse, the Local Authority should be informed and they will decide whether or not Police involvement is required.

### *Incidents involving staff*

In the school context, very serious incidents tend to involve illegal materials, (particularly the viewing, possession, making and distribution of indecent images of children) or grooming, stalking or harassment facilitated by communication technologies. Indecent images of children are defined under Section 7 of the Protection of Children Act 1978 (as amended by Section 84 of the Criminal Justice and Public Order Act 1994) References to indecent photographs under the Act include data stored on a computer disk or by other electronic means that is capable of conversion into a photograph. Weobley High School will consult with HR following any incident involving a member of staff. Information will be recorded in line with disciplinary protocols and appropriate counselling and support will be provided. Parents/carers of any pupils involved will be kept fully informed of the matter.

### *What to do in the event of discovery of illegal material*

Discovery of illegal material within the school's network is a very serious situation, and must always be reported to the police. It is important that the material is not downloaded, printed or sent by e-mail, because doing so will be an offence in itself. If at all possible, do absolutely nothing to the suspect computer or computers, including turning them on or off, as this could potentially compromise any evidence the device may contain. Ideally incident specific advice should be sought VERY quickly, from the police and Safeguarding Officer as soon as the incident becomes known. The advice given will be incident specific and will be different in each case, depending on the number of workstations involved or if the incident involves the entire network and fileserver.

Basic steps:

- Seek immediate and specific advice from the Police.
- Prevent any further physical access to the device until the correct advice is gained.
- Unless absolutely necessary DO NOT remove the power from a working PC and definitely DO NOT start a PC if it is already turned off.
- Consider if it is necessary to prevent remote access to the device. If you suspect that a member of staff or pupil who has left the site, could remove or damage evidence on the device remotely, unplug ONLY the network cable from the back of the device to prevent this access from taking place.
- If the PC is already turned off, and it is no longer realistically possible to prevent further physical access to the device, (i.e. lack of supervision, high levels of access or an unoccupied location) disconnect the power at the base unit (not the wall) and remove the battery from a laptop. Store this device securely in a location where no one else can gain access to it and make a note of the date, time and name of the individual who performed this action.

Under no circumstances should any member of staff attempt to conduct an investigation of their own, or bring in an outside 'expert' to do so, as this may compromise the evidence if a legal case were to result. In some cases this may constitute a criminal offence in itself.

### *Educating Students on the Importance of E-Safety*

Students will study E-Safety through a series of assemblies in Year 7 and 8, delivered by the ICT Department. The ICT department will also deliver a series of e-safety lessons during form time on a Tuesday as part of the Enrichment program; this will be delivered to Year 8s. The unit of study includes identifying inappropriate usage and how/where they should report incidents both inside and outside of school. All pupils are introduced to the "ThinkuKnow" organisation, who have also provided the school with useful resources such as videos and online games. There is also a Use of ICT Policy which the students are made aware of and have consent access to via the Intranet.

### *Use of Video/Digital Cameras within lessons*

When using video/digital cameras within lessons, all students are monitored carefully by members of staff, and any pupils who has not provided the school with permission to use their photograph, should not be used within external publications such as the school website or newspaper.



## APPENDIX 2 - SAFEGUARDING

Here is a guide to help understand the progression a referral may take if it comes under the umbrella of safeguarding.

**The first level indicates people who generally refer issues within/to the school.**

**The second level are the people who will be first to act on a referral and either deal with it, or make the decision to refer it on.**

**The third level are the named child protection officers who will keep record of incidences relating to safeguarding / child protection and decide which agency/ individual is best suited to support the child from that point on.**

**The fourth level are people directly involved with ensuring that safeguarding is being carried out correctly within school.**

**The fifth level are agencies and individuals whose specific role is to work with student who need additional support.**

**The sixth level is external individuals or agencies to whom we, as a school, refer students.**

### WHAT ISN'T INCLUDED

This is not a comprehensive list of all the services we access in school, for example Ben Straker, the Advisory Teacher for Traveling Children is missing, he both refers *to us* and receives referrals *from us*; there are others too.

Health and safety within school is a safeguarding issue which is the responsibility of every member of staff, SLs, Deputy Head and Bursar

Appointments, **particularly the mandatory safeguarding checks** on staff, cover teachers and new appointments is also missing. This is the responsibility of the office, SLT, JW and any member of staff who brings in external agencies to work with students (e.g. peripatetic teachers).

### LIST OF ACRONYMS

LInC Learning Inclusion Center

SENCO Special Educational needs Coordinator

SLT Senior Leadership Team

CAMHS Child and Adolescent Mental Health Services (Linden Family Center)

BST Behaviour Support Team

CAF Common Assessment Framework

LAC Looked After Children

YOS Youth Offending Service

PSAs Parent Support Advisor

OFSTED Office for Standards in Education

MASH Multi Agency Safeguarding Hub

## **APPENDIX 2 continued - SAFEGUARDING**



**Social Services, LAC Support Services, Linden Centre, CLD  
External Counseling Services, CAMHS  
Alternative Education – PRU  
Parents  
Police/YOS/PSAs**



**MASH  
CAF  
LiNC Manager – Gill Pawlow  
BST – Val Barton  
School Nurse – Georgina Rutherford  
Counsellor – Sarah Brown**



**Attendance Officer – David Nicholas, Attendance Admin – Jo Shock  
Headteacher/SLT  
Governors  
Ofsted**



**Named Persons Responsible for  
Safeguarding (DMS)/ Child Protection**

**SENCO – Rachel Day  
Assistant Headteacher (Student Support) – Russell Jones  
LiNC Manager – Gill Pawlow**



**Tutors, LiNC Manager, Gill Pawlow,  
Learning Co-ordinators:  
Y11 – Ed Davies  
Y10 – Weston Holder  
Y9 – Steve Peruffo  
Y8 – Angela Price  
Y7 – Mark Dixon**



**Parents  
Students  
Teaching Assistants  
Classroom Teachers  
Other Adults: First Aiders, Sports Leaders, People from the local community**

## APPENDIX 3

Procedure for checking on student absence from class.

### **If a pupil does not arrive in your class.**

Check pupil's status on your class SIMS register. If there is a known absence this will be recorded appropriately eg M for medical, H for holiday

If the pupil has P for present, check with the office to see if a pupil has left for an appointment.

Please always err on the side of caution and phone the office for further information.

Our numbers are:

Antonia/Mandy	ext 221
Jo M	ext 248
Maxine	ext 251
Jo S	ext 247

**If in doubt contact the office!**

## APPENDIX 4

### WEOBLEY HIGH SCHOOL PUPIL, STAFF & VISITOR SIGNING IN/OUT PROCEDURE

**The safety of our school community is paramount. All staff will be made aware of the following protocol and will be required to adhere to the directions given below.**

#### **PUPILS:**

- All pupils are required to attend morning and afternoon registration. If no mark is recorded, the school's attendance administrator will contact home for a reason for absence. This is recorded on the daily record sheet which is held in the front office. If pupils subsequently arrive at school, this will be noted on the document. See WHS Safeguarding Policy and App1.
- Any pupil who wishes to leave school during the course of the day will be required to sign out at the pupil reception in front office. Pupils must have written or verbal authority to leave from a named parent/carer. **If there is no consent to leave, the pupil will not be allowed to leave the premises.** When a pupil signs out from school, their name will be entered on to the daily absence report. See WHS Safeguarding Policy and App1.

#### **STAFF:**

- All staff are required to sign in and out in the staff register held in via Front Office. Any member of staff who leaves the site during the day must note the time of departure (& return, if applicable) in the register.

#### **VOLUNTEERS, PERIPATETICS AND SUPPLY STAFF:**

- All volunteers, peripatetic and supply staff will be asked to supply DBS and identification on their first visit to the school.
- All volunteers, peripatetic and supply staff will be asked to sign in the visitors log book and asked to wear formal identification (visitor pass for supply staff) for the duration of their visit.
- It is the responsibility of all volunteers ,peripatetic and supply staff to sign out as they leave the building.

#### **VISITORS:**

- All visitors to the school will have a current, valid enhanced DBS disclosure or will remain under the supervision of a member of staff who does hold a valid DBS disclosure.
- Visitors who do not have a current, valid disclosure will not be allowed sole access to pupils at any time.
- Staff must inform the Office Manager of any expected visitor to the school by way of a pro-forma which is held in the staff room. Staff should receive acknowledgement from the Office Manager before the visit can be confirmed with the visitor. Staff should inform visitors that they will be asked to produce identification on their first visit to the school.

## **On Arrival At Reception:**

### **The receptionist will:**

1. Check to see if the visitor is expected at school. If the visitor is not expected the receptionist should refer to the Office Manager (or Business Manager) for further guidance.
2. Check identity (and DBS details if applicable).
3. Ask the visitor to sign the visitor log book, issue safeguarding statement on first visit, issue visitor pass and contact the member of staff who is expecting the visitor. Only regular visitors with DBS clearance may enter the school unattended.
4. Remind the visitor that it is their responsibility to sign out on departure.

### **CONTRACTORS:**

Wherever possible, only contractors on the approved Herefordshire Council list will be permitted access to the site during school hours, as these contractors have DBS clearance. When this is not possible, work will be done outside school hours or supervised by a member of staff with enhanced DBS clearance. All queries regarding contractors should be referred to the Business Manager.

### **PARENTS:**

All parents will need to sign in as a visitor and to be supervised at all times, unless they hold a current valid DBS disclosure.