



# EPISKOPI PRIMARY SCHOOL

## Child Protection and Safeguarding Policy and Procedure

Head Teacher: Mrs Kay Garner    Designated Safeguarding Lead: Claire Scott

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# CHILD PROTECTION AND SAFEGUARDING POLICY

## Part 1 Child protection

### STATEMENT

Episkopi Primary school fully recognises the contribution it can make to support and protect pupils. We will provide a positive school environment which is safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. If there are circumstances that make any member of staff suspect that a child is suffering from abuse or neglect this must be reported to the **Designated Safeguarding Lead (DSL - Claire Scott)** or Deputies (Kay Garner & Clarissa Barber), as soon as possible, and at least within the same working day that the concern emerges.

### PRINCIPLES

- The child's needs are PARAMOUNT
- Safeguarding is everyone's responsibility and all staff have an equal responsibility to act on any suspicion or disclosure that a child is at risk of harm
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- We will always listen to children and give him/her a voice
- All staff members need to be aware of these Child Protection procedures, and will receive appropriate support if involved in a child protection issue
- We will aim to identify any issues early and intervene to ensure that children receive the right support at the right time, and to prevent problems escalating

### THE AIMS OF THE CHILD PROTECTION POLICY

#### Prevention

To ensure a positive school atmosphere; teaching and pastoral support to pupils; assurance that all staff will be appointed in accordance with guidance and safer recruitment practice

#### Protection

By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns

#### Support

To all pupils and school staff and especially to children who may have been abused

### THE SCHOOL COMMITMENT

Safeguarding and child protection is the responsibility of everyone within the school, although some staff have key responsibilities. We recognise that positive self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help all children and especially those at risk of, or suffering from, abuse.

Staff will therefore:

- Establish and maintain an ethos where children feel secure, are listened to, and encouraged to talk
- Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty

- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse in the real and on-line worlds
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- Ensure that every effort will be made to establish effective working relationships with parents, as well as with colleagues from other agencies

## **LEGISLATION AND GUIDANCE**

The School will fulfil its responsibilities as laid out in the following documents:

- The Children Acts 1989 and 2004
- The Education Act 2002 s175 / s157
- Working Together to Safeguard Children (DfE)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (DfE)
- What to do if you are worried a child is being abused (DfE 2015)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2016)
- Prevent Duty, Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- Disqualification under the Child Care Act 2006

### **Associated policy documents**

DCYP/MoD Schools Safeguarding Directive

DCYP/MoD Schools Managing Allegations Against Staff Directive

Joint Service Publication 834

### **Local Command arrangements**

British Forces Cyprus (BFC) Local Safeguarding Board (LSB) was established under the authority of the *General Officer Commanding (GOC)* in line with Joint Services Publication (JSP) 834. BFC LSB works within the principles under Section 13 of the Children Act 2004.

BFC LSB agrees how local services and professionals should work together to safeguard and promote the welfare of children. The policies and procedures are developed by BFC Safeguarding Board (BFC SB) and its subgroups and are regularly reviewed and updated in line with national legislation, regulations and guidance in the UK primarily the Children Act 1989 and 2004 and Working Together to Safeguard Children. MoD Schools are represented on local Safeguarding Boards/Committees by Targeted Services Senior Social Worker for Cyprus.

The policies, procedures and guidance produced by the BFC SB as Standing Orders are published as an online Child Protection Procedures manual which can be accessed at all times by members of the BFC SB agencies, all related professionals, members of the public, children and young people.

The SSAFA Social Work Service carries the statutory responsibility in BFC; in effect acting as the local social services.

As well as this statutory requirement, schools have a pastoral responsibility towards their pupils and should recognise that pupils have a fundamental right to be protected from harm. Children learn most effectively when they feel secure.

## ROLES AND RESPONSIBILITIES WITHIN SCHOOL

### Key Personnel

The Designated Safeguarding Lead with lead responsibility is:

**Claire Scott (Assistant Headteacher)**

Contact details: 00357 25962215

e-mail: [claire.scott@modschoools.org](mailto:claire.scott@modschoools.org)

The Deputy Designated Safeguarding Lead are:

**Kay Garner (Headteacher)**

Contact details: 00357 25963245

e-mail: [kay.garner@modschoools.org](mailto:kay.garner@modschoools.org)

**Clarissa Barber (Nursery Manager)**

Contact details: 00357 25962091

e-mail: [clarissa.barber@modschoools.org](mailto:clarissa.barber@modschoools.org)

The nominated Safeguarding Governor is

**Andi Reid (SGC Chair)**

Contact details: 00357 25963797

e-mail: [Andrew.Reid672@mod.gov.uk](mailto:Andrew.Reid672@mod.gov.uk)

**The Designated Safeguarding Lead (or Deputy)** is the first point of contact when there is any safeguarding or child protection concern. They are a member of the Senior Leadership Team, are familiar with Annex B, KCSIE, and have had additional training in safeguarding which is regularly updated. They know the local processes and procedures to follow. They liaise with children's social care or other agencies as appropriate, and make referrals if necessary.

**The School Governance Committee** has a nominated Safeguarding Governor who also undertakes additional training in safeguarding. The SGC ensures the school has relevant policies and procedures in place and challenges the school on its safeguarding practice.

**The Headteacher** ensures that the safeguarding policy and procedure are understood and being implemented by staff.

**All Staff** have a key role in identifying concerns early and providing help for children. They are trained to recognise the signs of abuse, neglect and exploitation and know what to do if they have a concern, clearly articulated in the child protection policy.

**The key responsibilities of the Designated Safeguarding Lead include:**

- To have sound knowledge of, and to follow, local Command procedures for child protection
- To ensure that all staff report any concerns about children or suspicion of child abuse to the DSL
- To co-ordinate consultation and action within the school
- To make referrals of all cases of suspected child abuse to Children's Social Care
- To liaise with other agencies and co-ordinate the most appropriate school representative to attend Child Protection conferences/reviews/core groups and related meetings
- To monitor the transfer of pupils and their records, maintaining contact with other relevant schools where there is more than one child in the family
- To attend a range of safeguarding related training, e.g. multi-agency training (level 3); Prevent; Early Help; child protection case conferences; domestic abuse; FGM
- To ensure that all staff have knowledge about Command procedures through school based INSET and the implementation of a school policy which includes an internal procedure. Facilitating regular updates on current safeguarding/child protection issues annually as a minimum

- Be aware of all school Outdoor Educational Visits and Residentials, and clarify with Outdoor Visits Coordinators their role and responsibility in connection with Child Protection

### **Key contacts for Multi-agency partners**

It is the school's duty to immediately inform Children's Social Care of any cases of suspected or actual abuse.

Within Cyprus:

SSAFA Social Work Service: 2596 8064

Social Work Team Manager: 2596 2064

Cyprus Joint Police Unit (CJPU): 2596 3300

Targeted Services Senior Education Social Worker: 2596 3208

Within MoD Schools - Services:

DCYP Interim Head of Targeted Services: 0044 5254 9824904

DCYP Interim Assistant Director Safeguarding Manager: 0049 5219 2543406

### **DEFINITION OF ABUSE AND NEGLECT AND KEY INDICATORS**

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse may be committed by adult men or women and by other children and young people.

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

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Indicators of abuse - what you might see**

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour - from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for his/her age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that you report your concerns straight away - you do not need 'absolute proof' that the child is at risk.

### **If you suspect a pupil is at risk of harm**

There will be occasions when you suspect that a pupil may be at risk, but you have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or you may have noticed physical but inconclusive signs. In these circumstances, you should try to give the pupil the opportunity to talk. If, following your conversation, you remain concerned, you should discuss your concerns with the DSL.

### **DEALING WITH DISCLOSURES**

If a pupil talks to you about any risks to their safety or wellbeing you will need to let them know that, to be able to help them, you must pass the information on - staff are not allowed to keep secrets.

If a child discloses:

- Reassure the child that they have been taken seriously
- LISTEN - do not put words into the child's mouth
- Give the child time - do not stop the child in mid-flow
- To clarify information - use the words Tell, Explain, Describe (TED) to avoid drifting into an investigative interview

- Note the timing and record accurately, using the child's own words
- Know the limit of your role and pass on the information appropriately
- Do not allow the child to believe you will keep the disclosure secret

## **PROCEDURES TO FOLLOW IF A MEMBER OF STAFF IS CONCERNED ABOUT A CHILD**

- Report concerns to the Designated Safeguarding Lead or Deputy, or in case of the absence of the DSL and Deputy, directly to the Headteacher or Deputy Headteacher as soon as possible and at least within the day the concern emerges
- Record using the MyConcern safeguarding software your concern and let the DSL know you have done so. If in the event that is not available, complete a Record of Concern Form (copies are located in the staff room) stating concerns/disclosure in a factual manner and using the child's own words
- The DSL / HT will discuss concerns with parents, unless to do so would place the child at greater risk
- The DSL / HT may approach the Statutory Social Care Provider for advice or the school's Senior Education Social Worker
- The DSL will make the referral if necessary
- Any member of staff can make a referral if you consider it is not being managed appropriately or if for some reason the DSL/Deputy/Headteacher is not contactable

## **REFERRAL TO CHILDREN'S SOCIAL CARE AND NOTIFYING PARENTS**

The DSL will make a referral to Children's Social Care if it is believed that a pupil is in need, is suffering, or is at risk of suffering, significant harm. The aim will always be to make a referral with consent, and for the pupil and parents to be informed that a referral is being made. The exception to that is if the DSL believes that to do so would increase the risk to the child, in which case the referral may be made without consent. It is important to note that any member of staff can make a referral if they are concerned about the way in which the case is being managed, or if for an unforeseen reason the DSL or Deputy DSL is not available.

## **MANAGEMENT OF ALLEGATIONS AGAINST STAFF**

There are occasions when pupils accuse staff of abuse or misconduct. It may also be that staff observe inappropriate behaviour by another staff member or volunteer. You must report the matter without delay to the Headteacher. All allegations will be treated seriously and investigated fully. The Headteacher will then follow the DCYP/MOD policy directive 3.2.2. Procedure for Managing Allegations against Staff, and will contact the Safeguarding Manager for MOD Schools mobile 0044 1722000964. The matter will be dealt with confidentially while at the same time adhering to the requirement to report any relevant matters in the interests of the child/ren. If there are Local Command procedures in place, these will also be followed, which may include contact with the Allegations Management Officer (usually known as a LADO in the UK).

If the allegation is made against the Headteacher it must be reported directly to the MOD Schools Named Senior Officer for Safeguarding, who is the Head of Targeted Services; or alternatively the Senior Principal Officer for Education, DCYP who will then initiate procedures as previously described.

## **ABUSE OF POSITION OF TRUST**

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 in the real or digital worlds 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. Staff receive training on how to identify grooming behaviour. Any

such concerns must be reported to the Headteacher as outlined in the previous paragraph on managing allegations against staff.

## **CHILD PROTECTION IN SPECIFIC CIRCUMSTANCES**

### **Special Educational Needs and Disabilities**

Children and young people with special educational needs and disabilities (SEND) can face additional safeguarding challenges because:

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

The school identifies pupils who might need more support to be kept safe or to keep themselves safe by having a strong pastoral system and working closely with parents and other professionals as appropriate.

### **Bullying**

Bullying can be direct (physical, verbal, non-verbal) and/or indirect (cyber-bullying/e. safety). All bullying is a safeguarding issue (for example pupil behaviour and pastoral care) and can also be a potential child protection concern (under the Children Act 1989, if there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'). The School has an anti-bullying policy, children and young people are encouraged to talk to staff about any concern, will be supported, and any underlying issue will be tackled. The school will work with key partners as appropriate.

The school follows 'Preventing and Tackling Bullying - Advice for Headteachers, Staff and Governing Bodies', July 2017.

### **Protecting children from radicalisation**

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty' and works to protect children from the risk of radicalisation through the teaching of British values and by being alert to behaviour which could indicate they may be in need of help or protection. All staff undertake as a minimum Prevent training. Staff will pass any concern on to the DSL, as with any other safeguarding concern. The DSL will cooperate with local Safeguarding Board/Committee process and procedure to identify and refer concerns.

### **Female Genital Mutilation (FGM)**

The school has a mandatory reporting duty under Section 74 of the Serious Crime Act 2015 to report to the police where they discover that FGM appears to have been carried out on a girl under 18. All staff undertake the Home Office approved training on FGM, and are alert to the potential indicators that a girl may be at risk of FGM, or has already suffered FGM. They are responsible directly for passing this information onto the Police, and will also alert the DSL as outlined in the child protection procedure.

### **Child sexual exploitation (CSE)**

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can

happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. The School is alert to CSE, staff will contact the DSL for advice, who will contact Children's Social Care if they have a concern a young person is at risk of, or already a victim of, CSE.

### **'Honour-based' violence (HBV)**

HBV encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. The School is alert to HBV, staff will contact the DSL for advice, who will contact Children's Social Care if they have a concern about HBV.

The Forced Marriage Unit has published multi-agency guidelines, with pages 32-36 focusing on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151

### **Peer on peer abuse**

Staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting.

Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

The school believes that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students. We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy.

Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying or sexual experimentation for example. If there is a large difference in power (by age, size, ability, development) between the young people; the perpetrator has repeatedly tried to harm one or more other children; or there are concerns about the intention of the alleged perpetrator, it will be appropriate to define an incident as peer on peer abuse. Our school is alert to the possibility of peer on peer abuse and any such incident will be reported to the DSL for further investigation and action as necessary.

In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in August 2016: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'. Creating and sharing sexual photos and videos of under-18s is illegal and is complex for the school to manage. The advice supports us in tackling the range of

issues which these incidents present, in a balanced and proportionate way, including responding to disclosures, handling devices and imagery, risk assessing situations and involving other agencies.

There is no clear definition of sexting but the school accepts the phrase introduced by UKCCIS of 'youth produced sexual imagery' and uses this instead of 'sexting' because:

- 'Youth produced' includes young people sharing images that they, or another young person, have created of themselves.
- 'Sexual' is clearer than 'indecent.' A judgement of whether something is 'decent' is both a value judgement and dependent on context.
- 'Imagery' covers both still photos and moving videos.

### **Children with sexually harmful behaviour**

The management of children and young people with sexually harmful behaviour is complex and the DSL will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

### **Private fostering**

Schools play an essential role in identifying privately fostered children. Although most children in private fostering situations are likely to be safe, in some private fostering arrangements there are clear safeguarding issues and children and young people effectively have no one who is concerned for their safety or welfare.

A private foster carer is someone *other than* a parent or a close relative who cares for a child for a period of 28 days or more, in agreement with the child's parent. It applies only to children under 16 years, or under 18 if they are disabled. Private foster carers can be part of the child's wider family, a friend of the family, the parents of the child's boyfriend or girlfriend or someone unknown but willing to foster the child. A cousin, great aunt or a co-habitee of a mother or father would therefore be a private foster carer. Close relatives - a grandparent, a brother or sister, an aunt or an uncle, a step parent - are *not* private foster carers.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. However, parents and carers often do not tell professionals or agencies about such arrangements; they may not be aware that they need to, or they chose not to tell agencies about these arrangements.

Children's Social Care are **not** involved in making private fostering arrangements but are responsible for checking that the arrangements are suitable for the child. The School will notify Children's Social Care if they become aware a child or young person is being privately fostered. This will help protect the child against abuse or neglect and provide some reassurance that the child is being looked after properly.

### **Looked after children**

Children may be looked after as a result of abuse or neglect or, within the context of overseas schools, to support a short-term crisis in the family. The school is aware that looked after children are additionally vulnerable and will work together with carers (and parents as appropriate), together with Children's Social Care to ensure their needs are understood and met.

## **CONFIDENTIALITY AND SHARING INFORMATION**

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil, parents and staff involved but also to ensure that information is not compromised in the event of a criminal investigation. Staff should only discuss concerns with the DSL, Head Teacher, or Targeted Services staff, unless they believe the matter is not being appropriately managed, in which case they can discuss directly with Children's Social Care.

Child protection information will be stored and handled in line with Data Protection Act 1998 principles.

Safeguarding records will be held securely within the MyConcern safeguarding software system which is only available to relevant individuals. Paper records will be stored in a locked facility with access only to those with a need to know.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, 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 parent to see child protection records, they should refer the request to the DSL. The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

## **RECORDS AND MONITORING**

Well-kept records are essential to good child protection practice. The School is clear about the need to record any concerns held about a child or children within our setting, on the understanding that:

- All written information concerning child protection is kept securely within the MyConcern safeguarding software system, or in a central file held by the DSL
- All written information will be dated and timed and should only contain factual information that cannot be misinterpreted, using the child's own words as far as possible
- Any third party involvement should be clearly acknowledged
- All CP records will be kept separate from school educational files
- When a child transfers to another school, the information will be transferred to the new school's DSL immediately, taking the necessary steps to ensure its security in transit

## **WORKING WITH PARTNER AGENCIES**

No one agency alone can safeguard and protect children. Professionals need to work together and share information appropriately. Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 1998, European Convention on Human Rights, Article 8*). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. The school works to the Government guidance 'seven golden rules for information sharing', and in accordance with Safeguarding Board protocols.

## **SUPPORTING PUPILS AT RISK**

The School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. The school may be the only stable, secure and predictable element in the lives of children at risk.

This school will endeavour to support pupils through:

- the curriculum, to encourage self-esteem and self-motivation
- the school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued
- the implementation of a school behaviour management policy

- a consistent approach, which recognises and separates the cause of behaviour from that which the child displays, this is vital to ensure that all children are supported within the school setting
- regular liaison with other professionals and agencies who support the pupils and their families
- a commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so
- the development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations

## **VULNERABLE GROUPS**

The School recognises that some groups of children are more susceptible to risks than others, and may experience poorer outcomes if their needs are not met. Identifying and supporting individual children and young people within these vulnerable groups is a priority. Groups include:

Children with SEN and Disabilities

Children with English as an Additional Language

Children missing education

Children who are 'in need' or who have 'child protection plans'

Children in care

Children at risk of sexual exploitation

Children at risk of female genital mutilation, honour based violence, forced marriage

Children placed for adoption or who are adopted

Young carers

Some minority ethnic children

Lesbian, gay and bisexual pupils

Transgender pupils

Pupils who are pregnant

Children at risk of being drawn into extremism

## **Part 2 Safeguarding**

### **STATEMENT**

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils, and to protect them from harm in both the real and on-line worlds. The policy and procedures contained in this document apply to all staff, volunteers and SGC members.

**Safeguarding** and promoting the welfare of children refers to

- the process of protecting children from abuse or neglect
- preventing the impairment of health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- helping children to enter adulthood successfully

**Child protection** is part of safeguarding and refers specifically to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm. **(Based on Working Together Guidance)**

## **PRINCIPLES**

Our core safeguarding principles which apply to all staff, volunteers and SGC members are:

- Children come first, their welfare and safety is of paramount importance
- It is the responsibility of all staff, volunteers and SGC members to safeguard and promote the welfare of children
- The educational environment we provide for children will be safe, secure and caring where they will be valued as individuals
- We will aim to identify any issues early and intervene to ensure that children receive the right support at the right time
- We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection
- These principles extend beyond the school gates to include off-site and residential visits
- We will all maintain an attitude of "it could happen here" where safeguarding and child protection is concerned
- Policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an interim review

## **AIMS**

- To provide all staff with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To ensure consistent and good practice is embedded across the school
- To use this document as a point of reference when there are safeguarding concerns and to regularly review its effectiveness

## **LEGISLATION AND GUIDANCE**

The School will fulfil its responsibilities as laid out in the following documents:

- The Children Acts 1989 and 2004
- The Education Act 2002 s175 / s157
- Working Together to Safeguard Children (DfE)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (DfE)
- What to do if you are worried a child is being abused (DfE 2015)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2016)
- Prevent Duty, Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- Disqualification under the Child Care Act 2006

## **ASSOCIATED POLICY DOCUMENTS**

DCYP/MoD Schools Safeguarding Directive  
DCYP/MoD Schools Managing Allegations Against Staff Directive  
Joint Service Publication 834 (JSP 834)  
The policies and procedures of the Local Safeguarding Board

Within school policies

Attendance  
Behaviour  
Anti-bullying  
On-line safety  
Staff conduct  
Whistle-blowing

**Key Personnel**

The Designated Safeguarding Lead with lead responsibility is:

**Claire Scott (Assistant Headteacher)**

Contact details: 00357 25962215

e-mail: [claire.scott@modschoools.org](mailto:claire.scott@modschoools.org)

The Deputy Designated Safeguarding Lead are:

**Kay Garner (Headteacher)**

Contact details: 00357 25963245

e-mail: [kay.garner@modschoools.org](mailto:kay.garner@modschoools.org)

**Clarissa Barber (Nursery Manager)**

Contact details: 00357 25962091

e-mail: [clarissa.barber@modschoools.org](mailto:clarissa.barber@modschoools.org)

The nominated Safeguarding Governor is

**Andi Reid (SGC Chair)**

Contact details: 00357 25963797

e-mail: [Andrew.Reid672@mod.gov.uk](mailto:Andrew.Reid672@mod.gov.uk)

**The Designated Safeguarding Lead (or Deputy)** is the first point of contact when there is any safeguarding or child protection concern. They are a member of the Senior Leadership Team and have additional training in safeguarding which is regularly updated, They know the local processes and procedures to follow. They liaise with children's social care or other agencies as appropriate, and make referrals if necessary. There is a clearly defined set of functions associated with this role.

**The School Governance Committee** has a nominated Safeguarding Governor who also undertakes additional training in safeguarding. The SGC ensures the school has relevant policies and procedures in place and challenges the school on its safeguarding practice.

**The Headteacher** ensures that the safeguarding policy and procedure are understood and being implemented by staff.

**All Staff** have a key role in identifying concerns early and providing help for children. They are trained to recognise the signs of abuse, neglect and exploitation and know what to do if they have a concern, clearly articulated in the child protection policy.

## STAFF CONDUCT

The school has a staff behaviour policy/code of conduct and adheres to the Safer Working Practice Guidance produced by the Safer Recruitment Consortium. The content of the guidance is discussed at staff meetings.

Good practice includes:

- treating all pupils and other members of staff with respect
- setting a good example by conducting ourselves appropriately
- involving pupils in decisions that affect them
- encouraging positive and safe behaviour among pupils
- being a good listener
- being alert to changes in pupils' behaviour
- recognising that challenging behaviour may be an indicator of abuse

[www.saferrecruitmentconsortium.org](http://www.saferrecruitmentconsortium.org)

## COMPLAINTS AGAINST EMPLOYEES

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. If a complaint contains information about a safeguarding or child protection concern, the Procedures for Dealing with Allegations against Staff will be followed as outlined in the Child Protection Policy. In all other cases, the MOD Schools Complaints Procedure will be followed. These must be referred to the Head Teacher, unless it is against the Headteacher in which case it must be referred to the Senior Principal for Education at the Department for Children and Young People (DCYP).

<https://www.gov.uk>

## STAFF TRAINING

All staff, volunteers and SGC safeguarding governors receive core child protection and safeguarding training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.

**Induction to Child Protection** (or Level 1) is a one hour on line programme with a short quiz which staff must complete to be able to receive a certificate. In addition, all new staff must read Part 1 of Keeping Children Safe in Education and complete the quiz at the end to demonstrate that they have "read and understood" the document. The DSL has responsibility for ensuring this is completed. New staff must also be given copies of the Child Protection and Safeguarding Policy; as well as the Staff Behaviour Policy.

**Basic safeguarding training** (or Level 2) - all staff within 12 weeks of starting work, this will be delivered by Targeted Services Senior Education Social Workers in BFG/EJSU/Cyprus and by SSAFA social workers in Brunei and the Falklands.

**Multi-agency advanced safeguarding training** (or Level 3) - Head Teachers, Designated Safeguarding Leads and Senior Leadership Team members as appropriate, this will be delivered through local Command Safeguarding Boards and Committees.

**Ongoing safeguarding updates** will be provided regularly to all staff, and as a minimum annually, on safeguarding related themes, e.g. safer working practice; on-line safety which will be coordinated by the DSL. In addition, a generic safeguarding update is available through the education social work team.

## **SAFER RECRUITMENT**

All staff will be recruited in line with the guidance contained within Keeping Children Safe in Education and, if offered employment, will include Enhanced Disclosure and Barring Service check, with a Barred List Check for those engaged in regulated activity. Any interview panel will have a least one person trained in Safer Recruitment and the process will be initiated and managed by Defence Business Service (DBS) for teachers and local Labour Support Units for support staff. The school recognises this is only one part of creating a safe environment for children and promotes the safer working practice guidance at all times.

## **SINGLE CENTRAL RECORD**

The single central record is a register of all staff who provide education to children or who come into regular contact with the children in school. It is the responsibility of the DSL to ensure that this record is maintained, accurate and up-to-date. It is inspected by Ofsted and will include all of the required data as defined in Keeping Children Safe in Education, as well as a record of staff training.

## **MONITORING VISITORS**

All visitors to school will report to the school office and may be asked for ID, if appropriate. They will be asked to sign in and given a visitor's badge to wear. If a staff member sees a 'visitor' going around the school without a badge he/she should challenge the visitor and report the matter to the school office.

## **EARLY HELP**

Providing help early is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. The school is committed to identifying problems as early as possible and has key staff trained in conducting Early Help assessments, including the DSL, and may act as Lead Professional where that is the preference of children and/or parents. This work will only be done with the consent of the child and/or parent, and the school will work closely with other agencies involved in supporting the child.

## **ATTENDANCE/CHILDREN MISSING EDUCATION**

The school closely monitors children's attendance. It is recognised that children with poor attendance are at increased risk from abuse, neglect, child sexual exploitation and radicalisation. The school has a rigorous Attendance Policy which includes a range of measures such as First Day Calling, contact with the Unit Welfare Office, Targeted Services staff, and partner agencies. The aim will be to address any reasons for non-attendance early. However, the Safeguarding Manager for MOD Schools/Inspection Advisory Service/Principal Educational Psychologist will be informed about any child/ren who are regularly absent from school or:

- have missed 10 school days or more without permission;
- have been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
- have been certified by a medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;

- have been permanently excluded.

## CHILDREN WITH MEDICAL NEEDS

There will be occasions when children are temporarily unable to attend school full-time because of their medical needs. The school will arrange education and pastoral support, on a case by case basis to children and young people who are Educated Other Than At School (EOTAS), e.g. as a result of health needs, pregnancy, SEN placement breakdown etc.

## OUTDOOR EDUCATION AND OFF-SITE EDUCATIONAL VISITS

The school values and encourages pupils to take advantage of a wide range of activities away from the school premises. We recognise there are inherent risks in some of these activities, and there will always be consultation with parents. The school has an Outdoor Education Visits Coordinator who will ensure that relevant risk assessments are conducted in accordance with MOD Schools residential and outdoor visits policy. This will include ensuring that any organisation providing activities will be checked to ensure that they have appropriate procedures in place, including safer recruitment procedures.

## PHOTOGRAPHY AND IMAGES

Staff will be clear about the purpose of recording images and about what will happen to them once the activity is concluded. Informed written consent from parent/carers is sought in the admissions process. Staff should **ALWAYS** use school issued cameras and video recorders. Personal smartphones, tablets etc. should **NEVER** be used to take and upload photographs. Images should **NEVER** be stored on home computers. Equally, personal photographs of family members, holidays, parties etc. should **NEVER** be taken on school equipment or stored on the school network.

In exceptional circumstances staff can request a waiver to use their own personal equipment. This may be granted if it can be shown that no alternative is available and should always be pre-planned rather than an on the spur of the moment decision. In such circumstances, a school SD card must be used and images should only be stored on the school network. You should seek written consent from either the Headteacher or DSL.

## ON-LINE SAFETY

The internet and related technologies are powerful tools which open up new prospects for communication and collaboration. Education is embracing new technologies as they bring with them fresh opportunities for both teachers and learners. They are a source of fun, entertainment, communication and education. However, the use of technology has become a significant component of many safeguarding issues. Child sexual exploitation, radicalisation, sexual predation, technology often provides the platform that facilitates harm. The harm might range from sending hurtful or abusive texts (sexting) and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

The school teaches children to stay safe on-line through the curriculum, and also has an E. Safety Coordinator whose role is to coordinate and promote a safe and responsible e-Safety culture across the school. The school's on-line safety policy/acceptable user policy explains what we do to keep pupils safe.

The School and SGC ensure appropriate filters and monitoring systems are in place, so for example, chatrooms and social networking sites are not accessible in school. It is recognised that some pupils will be accessing these sites at home, and we signpost parents and pupils to useful websites to help

them understand and evaluate the risks. Please see the school website for the policies and website links.

## **VIEWS OF PUPILS, PARENTS AND STAFF MEMBERS ON SAFEGUARDING**

The views of pupils, parents and staff members will be sought both formally and informally. We will explore the issue at SGC meetings and staff members, parents and pupils will be formally asked to participate in our pupil/parent/staff surveys.

### Summary of Child Protection Procedure

#### **Guide to CP Procedure**

##### **If a child discloses:**

- Reassure the child that they have been taken seriously
- LISTEN - do not put words into the child's mouth
- Give the child time - do not stop the child in mid-flow
- To clarify information - use the words Tell, Explain, Describe (TED) to avoid drifting into an investigative interview
- Note the timing and record accurately, using the child's own words
- Know the limit of your role and pass on the information appropriately
- Do not allow the child to believe you will keep the disclosure secret

**Where it is suspected that a child is suffering from, or is at risk of, significant harm all staff must follow the procedures set out below:**

- Report concerns to the Designated Safeguarding Lead (DSL) or Deputy, in case of their absence, directly to the Head Teacher within the day the incident occurs
- Enter the concern onto the MyConcern software or if not available complete a Record of Concern form (copies are held in the staff room) briefly stating concerns/disclosure in a factual manner
- The DSL will discuss concerns with parents, unless to do so would put the child at greater risk
- The DSL will approach Statutory Social Care for advice and, if necessary, make a referral
- **You can make a referral directly to Statutory Social Care if you are concerned about a child and believe it is not being managed appropriately**
- Insert contact details

**RECORD OF CONCERN FORM**

CHILD'S NAME.....

DATE.....

ADULT'S NAME..... POSITION.....

TIME.....

**CONCERN / OBSERVATION** - Factual account of the incident personally witnessed or information you have been told by pupil or another person -Who? What? Where? When? (Continue over if necessary)

WITH WHOM HAS THE INFORMATION BEEN SHARED?

SIGNED.....

DATE.....

TIME.....

Please pass to the Designated Safeguarding Lead or Deputy

**ACTION TAKEN AND BY WHOM**

1.

2.

3.

OUTCOME

NAME..... SIGNATURE..... DATE..... TIME.....

ACTION TAKEN by DSL

SIGNED.....DATE.....

Date agreed: March 2018

Date reviewed: