

Guidance for developing a safeguarding

policy in school

Policy Owner:	Jatinder Matharu – Education Safeguarding Officer	
	Slough Borough Council	
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Safeguarding in Education policy guidance 2018 - 2020

This guidance has been written for governing bodies, proprietors, head teachers, principals, senior leadership teams and designated safeguarding leads in an education setting.

This document provides an outline and should be used as an example document and can be adapted to meet the needs of individual schools to develop their own in house safeguarding policy. This document outlines what should be included in a Safeguarding policy for education providers. It is not a given as inclusive or a comprehensive listings as guidance and legislation is changing and evolving on a regular basis.

This policy guidance has been developed in accordance with the principles established by the Children Act 1989/2004; and in line with the following guidance and legislation:

- Keeping Children Safe in Education (KCSIE) 2016 (refreshed version in 2018)
- Working Together to Safeguard Children 2015 (refreshed version in 2018)
- Education Act 2002
- Children and Families Act 2014
- The Education (Health Standards) (England) Regulations 2003
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 as amended by SI 2010/1919, SI 2012/1201, SI 2012/1825, SI 2012/3158
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- The Education (Non-Maintained Special Schools) (England) Regulations 2011 as amended by SI 2015/387
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Education (Independent School Standards) Regulations 2014
- Framework for the Assessment of Children in Need and their Families 2000
- What to do if you are worried a Child is being Abused 2015
- Slough Local Safeguarding Children Board (LSCB) guidance

The Governing Body/management committee/proprietor takes seriously its responsibility under section 11 of the Children Act and Section 175 of the Education Act and Section 157 (academies) and duties under "working together" to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer harm.

We recognise that all staff and governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. It is highly recommended a version of your safeguarding policy is available to staff, parents and professionals. A child friendly version is available for your students.

This policy applies to all staff (teaching and non teaching), governors and volunteers working in your school.

What should be included in your safeguarding policy?

The table below includes areas of legislation and guidance that can help develop your safeguarding policy. This can be used as a checklist to ensure you have covered all areas of safeguarding in your policy and made reference to the relevant guidance and mandatory duties. The policy should be self-contained and not rely on other documents to understand it. Any appendices should be kept as part of the whole document. There are flowcharts in appendices at the back of the document you may want to adapt for your setting/school.

	Content	What should be included? Where can you find the information
Front page	Name of School including contact details Name of Head teacher /	
	Principal/ Proprietor Name of Designated Safeguarding Lead (DSL) Name of Safeguarding	Including any deputy safeguarding officers (DSL)
	Governor Date policy was written:	
	Date policy was approved by Governors	
	Date of review:	The policy should have a publication date and a review date (not later than one year from publication). Typically, these dates are put on the front cover.
	Safeguarding strapline:	We are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share in this commitment
Policy Statement	To include commitment, expectations and why	The aim is to create a culture of vigilance. Include a definition and commitment to safeguarding. It should include reference to 'we will act in the best interest of the child(ren)'.
	Who the policy is aimed at?	To include staff, parents, governors, volunteers and wider school community. The policy should be clear that pupils are taught about safeguarding (which includes online, through various teaching and learning opportunities, as part of a broad and balanced curriculum.
		Detail where his document can be located? (staff room, website etc). The current safeguarding and child protection policy should be available on the school's website
	Confidentiality and consent	 Statement regarding professional confidentiality. Staff must never guarantee confidentiality or make promises to keep secrets. Reference to consent should also be included including exceptional reasons when consent can be

		over ridden
		Information on cases will be shared on a need to know basis
Guidance & Legislation	Statutory Framework (to include legislation and /guidance) Section 175 of the Education Act 2002 (Section 157 for Independent schools) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school. Statement from Keeping Children Safe in Education 2016 (reviewed 2018)	Information on cases will be shared on a need to know basis Some policies may include the legislation that covers safeguarding in schools, in which case the list must be up to date. The latest available list of legislation to include could be found in 'Keeping Children Safe in Education (July 2015)', Appendix A (page 51), but I would not recommend simply including it without checking for changes. Keeping Children Safe in Education 2016 Working Together to Safeguard Children 2015 Children and Social Work Act 2017 Education Act 2002 Ofsted guidance 'Inspecting safeguarding in early years, education and skills' (2016) The Children and Family Act 2014 SEND Code of Practice 2014 Framework for the Assessment of Children in Need and their Families 2000 Berkshire procedures on line What to do if you are worried a Child is being Abused 2015 Children Act 1989 & 2004 United Nations Conventions on the Rights of the Child Counter-Terrorism and Security Act 2015 Serious Crime Act 2015 Sexual Offences Act (2003) Education (Pupil Registration) Regulations 2006 Information sharing advice for safeguarding practitioners 2015 Data Protection Act 1998 – New guidance around GDRP coming May 2018 The Equalities Act 2010 Criminal Exploitation of children and vulnerable adults county lines guidance 2017 Sexual violence and sexual harassment between children in schools and colleges 2018 The Education (Health Standards) (England) Regulations 2003 The Further Education (Providers of Education) (England) (Regulations) 2006 The Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 as
		amended by SI 2010/1919, SI 2012/1201, SI 2012/1825, SI 2012/3158 The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940

		 The Education (Non-Maintained Special Schools) (England) Regulations 2011 as amended by SI
		2015/387
		■ The Education (School Teachers' Appraisal)
		(England) Regulations 2012 ■ The Education (Independent School Standards)
		Regulations 2014
Other policies	Reference to Early Help Services	 Slough's Safeguarding Threshold document and referral pathway document (including cue card)
	To include in	Allegations against Staff
	appendices	Attendance policy
		■ Behaviour policy (should include Positive handling
		reference - The use of reasonable force advice for
		head teachers/proprietors, staff and governing
		bodies July 2013) Health & Safety policy
		Health & Safety policyRelationship and sex education policy
		Special Educational Needs Policy
		 Supporting pupils with medical conditions policy
		 Administration of Medication
		Restraint Policy
		 Intimate Care Policy Preventing racialization and extremism policy
		Preventing racialization and extremism policyAnti-bullying Policy
		E-Safety Policy
		 Drugs Education Policy
		 ICT/Use of cameras and mobile phones in school
		policy
		 Children Missing Education Policy Children absconding from school policy
Accountability	To outline roles of:	All Staff:
& Processional	Staff	The policy should be clear that all verbal
Conduct	Head teacher	conversations, disclosures and allegations must be
	Proprietor	recorded promptly in writing. All information
	Principal	should be recorded verbatim and no leading
	GovernorDSL	questions should be asked and avoid the 'W' questions (who, what, when, why, where).
	LADO	 There must be an identified single location for the
	■ Social Care	delivery for concern forms (preferably
		electronically) for audit trail and a clear method for
	A brief overview of the:	alerting the DSL that a concern has been raised
		DSL - The school should have at least 2 DSL's and named in
	 Roles and 	the policy along with contact details. There should always
	responsibilities: Managing	be 1 DSL on site at all times when the school is open and children are present.
	Allegations	Clear process outlining DSL responsibility including
	Whistleblowing	caveat to override if not satisfied with response to
	Supervision	take either to social care or Local Area Designated
	arrangements	Officer (LADO).
		Where there are concerns about the way that
		safeguarding is carried out in the school, staff

	Г	
		should refer to the Whistle-blowing Policy
		including the NSPCC contact details:
		https://www.nspcc.org.uk/what-you-can-do/report-
		abuse/dedicated-helplines/whistleblowing-advice-line/
		Reporting Concerns
		When adults in the school have a concern about a child or
		young person they should:
		Complete a concern form in writing [promptly/within ten
		minutes/other suitable phrase]
		Concern Forms can be found [state where]
		The DSL should be informed that a concern has been raised
		by [state how the DSL is to be informed]
		The policy should be clear about the steps the DSL should
		take in order to refer a concern outside the school, e.g. a
		social services enquiry or to the local authority Designated Officer (LADO).
		Officer (EADO).
		An up-to-date list of relevant names and contacts details
		should be included in the policy.
		Governor – The policy should detail the contact details and
		statement about how concerns about a head teacher or
		the DSL can be taken directly to the Chair of Governors/
		Governing bodies to be investigated. The NSPCC
		Whistleblowing advice line should be widely
		communicated in the school.
		Head teacher /Proprietor –
		 The policy must be clear that any concerns about
		the conduct of another adult should be taken to a
		Head Teacher.
		If the concern is about the Head teacher it should
		go to the Governor
		 In Independent schools (Proprietor led) concerns
		should about the proprietor to be taken directly to
611 - 6 11		the local authority Designated Officer LADO
Site Security		To reference staff ID, staff visitor and contractors
		security procedure
Decord Veering	To make reference to	Outline the access for children late into school
Record Keeping	To make reference to	Records - Posserds to be kept for 35 years
and Information	multi agency working	 Records to be kept for 25 years How they information should be stored? All
sharing		records should be recorded and stored with a clear
Silatilig		chronology of events, actions and review dates.
		These concerns should be kept on the child's CP
		file not the Pupil File
		Multi Agency working
		To attend and contribute to any professionals
		meetings including Early help, CIN and CP to
i .		promote the welfare of the child
		Dromote the Weitare of the child

Safer The Disclosure and Records on Single Central Record (SCR) are up to Recruitment Barring Service (DBS) date to include: helps employers make DBS checks (enhanced) including the barred list safer recruitment Checks on disqualification by association are decisions and prevent undertaken and recorded for all staff (including unsuitable people from temporary staff) working with vulnerable Safer Recruitment training for interview panel groups, including children members Under The Children's Categories, The policy should outline the definitions, signs and definitions and Act 1989 (CA) symptoms of the four kinds of abuse and neglect. indicators of The definition can be lifted from the Children's Act 1989 or Safeguarding This can be included in from KCSIE 2016 (annex A page 51) appendices **Neglect** Sexual Abuse Physical abuse **Emotional Abuse** A brief descriptor on Child Sexual Exploitation (CSE) - DfE 2017 each of the The statutory definition can be found: safeguarding themes, https://www.gov.uk/CSE-definition and a guide for indicators and risk practitioners indicators including Or Working Together 2015 (page 93) Resources for CSE for children with LDD reference to key http://www.bild.org.uk/resources/cse-andlegislation/policy Id/unprotected-overprotected/ guidance and in addition the mandatory duty needs Female Genital Mutilation (FGM) to be included for Make reference to the legislation and the mandatory duty radicalization, FGM and Female Genital Mutilation Act 2003 CSE: Section 74 of the Serious Crime Act 2015 www.gov.uk/government/publications/female-genital-The policy should also mutilation-guidelines reference that any of the safeguarding www.gov.uk/government/publications/mandatoryissues/themes must e reporting-of-female-genital-mutilation-proceduralreported immediately information to the DSL. Duty')

Racialization and Extremism (Prevent Duty)

The policy should include the school's duties under the Counter Terrorism and Security Act 2015 (The 'Prevent

Make reference to the legislation and the mandatory duty0 www.gov.uk/government/publications/prevent-duty-<u>guidance</u>

Children going Missing from Education (CME) 2016

The policy should refer to Children Missing Education (CME) and the school's approach to tackling this issue. Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about child sexual exploitation.

We monitor attendance carefully and address poor or irregular attendance without delay.

Link to KCSIE guidance 2016.

https://www.gov.uk/government/publications/childrenmissing-education

Children missing education: statutory guidance for local authorities – September 2016

Peer on Peer Abuse

The policy should be clear about the school's response to peer-on-peer abuse, including incidents of 'sexting'.

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.

At [school name] we believe 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.

Sexting:

www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/

Sexting in schools and colleges, responding to incidents, and safeguarding young people, guidance from the UK Council for Child Internet Safety (UKCCIS) 2016 https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis

Sexual assault and sexual harassment between children in schools and colleges -DfE guidance 2017

https://www.gov.uk/government/publications/sexualviolence-and-sexual-harassment-between-children-inschools-and-colleges

Gender based:

www.gov.uk/government/policies/violence-againstwomen-and-girls

Online abuse:

www.saferinternet.org.uk/advice-and-resources/teachersand-professionals/appropriate-filtering-and-monitoring

Domestic abuse and coercive control

www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/

Substance and alcohol abuse

Forced Marriage and Honour based violence

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

https://www.gov.uk/guidance/forced-marriage s121 of the Anti-Social Behaviour, Crime and Policing Act 2014

Children with Special Educational needs and disabilities (SEND)

The policy should reflect the fact that children with special educational needs and disabilities can face additional safeguarding challenges such as:

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 disproportionally impacted by things like bullying without outwardly showing any signs; and difficulties may arise in overcoming communication barriers.

At [name of school] we identify pupils who might need more support to be kept safe or to keep themselves safe by: [Explain here the steps taken to give additional support to pupils with SEN/D]

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_Ja_nuary_2015.pdf

Trafficked Children and Modern Day Slavery

https://www.gov.uk/government/publications/duty-tonotify-the-home-office-of-potential-victims-of-modernslavery

https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms

Private Fostering

The policy should define 'Private Fostering' and note that there is a mandatory duty to inform the local authority of children in such arrangements. Further details for your policy can be found here:

http://www.scstrust.co.uk/what-we-do/fostering/private-fostering/

www.gov.uk/government/publications/children-act-1989-private-fostering

Bruising on non mobile children and young peopleBruising and unusual marks in a not independently mobile

		child is rare and must always result in an immediate consultation with Children's Social Care. Bruising / suspicious marks will never be interpreted in isolation and will always be assessed in the context of medical and social history, individual development and any explanation given. Assessments will be led by Children's Social Care and a lead medical professional http://berks.proceduresonline.com/slough/p_bruising.htm Gangs and Youth violence www.gov.uk/government/publications/advice-to-schools-
Professional Learning & Development	DSLs – attend training every two years; and in addition to formal training, their knowledge and skills should be refreshed at regular intervals, at least annually. All other staff – will receive regular safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Safer Recruitment training is available to all relevant staff and governors who are involved in the recruitment process.	The policy should set out the training opportunities for staff in different roles; and the type and frequency of training. This should include: The level of training for each Head teacher, Proprietor, DSL, Governors and whole school staff. To ensure everyone fully understands their safeguarding responsibilities Frequency and in what mode of delivery (face to face, conference, e learning) is done within timescale: Induction Training (mandatory) Awareness training for whole staff (statutory) Designated Safeguarding Lead Training (statutory) Safer Recruitment Training (statutory) Training about preventing terrorism (statutory) Training for School Governors (non-statutory) Training on specific issues including Female Genital Mutilation and Child Sexual Exploitation Multi agency safeguarding training can be accessed here: https://www.sloughsafeguardingboards.org.uk/
Raising Awareness	Dissemination of key safeguarding messages	You should include how you will disseminate and promote your safeguarding policy How information is displayed in school (posters) Policy published on school website ** must be available online Newsletters Site security The policy should set out the other relevant documents all staff must have read: Keeping Children Safe in Education (2016) [Part One]; and school leaders and staff that work directly with children should also read Annex A School's Code of Conduct

	School's Safeguarding Policy
Relationships Education	 Children and Social Work Act 2017 makes
	reference to Relationships Education
	It is now compulsory to delivery relationships education for
	primary school pupils in England, as well as sex and
	relationships education for secondary school children.
	Pupils should also be taught about safeguarding.

Appendix 1: What to do if you have a safeguarding concern

Why are you concerned?

For example

- Disclosure
- o Child's appearance may include unexplained marks as well as dress
- Behaviour change
- Witnessed concerning behaviour

Immediately record your concerns

Follow the schools procedure (insert details here)

- Reassure the child
- Clarify concerns if necessary
- O Use child's own words
- O Sign and date your records
- Seek support for yourself if required from DSL

Inform the Designated Safeguarding Lead (Names, roles, contact information)

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the SLSCB Threshold document and procedures:
 - http://berks.proceduresonline.com/slough/index.html
- Refer to other agencies as appropriate e.g. LADO, Police, Early Help Form or Multi -Agency Referral Form (MARF)

If you are unhappy with the response Staff:

- Seek advice from the Education Safeguarding Team Jatinder Matharu 0173 875068
- Speak to the schools Chair of Governor
- o Refer to directly to social care **01753 875362**
- Follow internal Whistleblowing Procedures
- O Whistleblowing NSPCC 0800 028 0285

Pupils and Parents:

Follow school complaints procedures (link information on how to access)

Monitor

What you are monitoring e.g. behaviour trends, appearance etc. How long you will monitor Where, how and to whom you will feedback and how you will record

Discuss

Decision made to discuss the concern informally with the parents/carers. Once discussed with parents Designated Safeguarding Lead decides to discuss further with parents, monitor or refer to social care

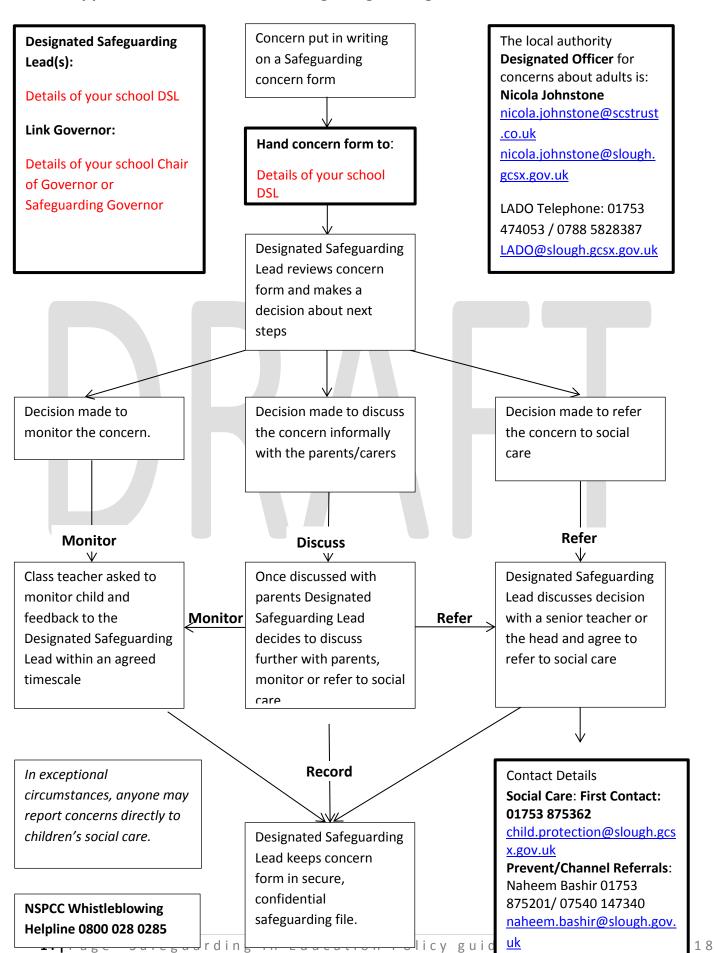
Refer

Designated Safeguarding Lead discusses decision with a senior teacher or the head and agree to refer to social care

Record decision making and action taken in the child's child protection/safeguarding file

Review and Re-refer (if necessary)

Appendix 2: Flow chart for raising safeguarding concerns about a child



Appendix 3: Local Contacts

Contact	Number
Slough child protection Procedures	http://berks.proceduresonline.com/slough/index.html
Slough Children's Services Trust Ltd	If your concern is regarding the harm of a child or young person please immediately contact: First Contact: 01753 875362 and email child.protection@slough.gcsx.gov.uk
Social Care out of hours service	01344 786543
Thames Valley Police	101 www.thamesvalley.police.uk
NSPCC	0800 800 5000
Child line	0800 11 11
Slough LSCB	Business Manager – Betty Lynch Independent Chair – Nick Georgiou safeguardingboards@slough.gov.uk
Whistleblowing and Local Authority Designated Officer (LADO):	Nicola Johnstone nicola.johnstone@scstrust.co.uk /nicola.johnstone@slough.gcsx.gov.uk LADO Telephone: 01753 474053 / 0788 5828387 LADO@slough.gcsx.gov.uk
NSPCC Whistleblowing advice line	0800 028 0285 <u>help@nspcc.org.uk</u>
Education Safeguarding Officer	Jatinder Matharu 01753 875068/07714 858213 jatinder.matharu@slough.gov.uk
Prevent Coordinator	Naheem Bashir 01753 875201/ 07540 147340 naheem.bashir@slough.gov.uk
Education Standard and Effectiveness Officer (SEND)	Deborah Bowers 07712 548725 <u>Deoborah.bowers@slough.gov.uk</u>
CSE Exploitation Manager	Beth Mathews 01753 875835 beth.matthews@slough.gcsx.gov.uk

Other key contacts are outlined in the main document and details can be added here for further support networks nationally.