

Appendix A Safeguarding Policy: Guidance for Staff (whole school including EYFS)	1.6.3.a
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Safeguarding: Guidance for staff

Introduction

All schools have a pastoral responsibility towards their pupils. They can play their part in the prevention of abuse and neglect, through their own policies and procedures for safeguarding children and through the curriculum. All educational establishments should create and maintain a safe environment for children and young people, and should be able to manage situations where there are child welfare concerns. This guidance applies to all activities conducted at the School including teaching, coaching and one to one instruction.

Definition of child abuse

Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by an adult or adults or another child or children.

An abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be at risk of significant physical injury, neglect, emotional abuse or sexual abuse.

Our policy reflects the following principles:

- the safety and security of our pupils is paramount
- our aim is to create an environment in which pupils feel safe, secure and valued and in which they believe that they are listened to and taken seriously at all times.

The school's responsibilities

All schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused, is at risk of abuse or is in need of additional support from one or more agencies – these procedures also cover circumstances in which a member of staff is accused or suspected of abuse.

Each school must have a 'Designated Member of Staff' (DMS)

- staff should be alert to signs of abuse and report any concerns or suspicions to the DMS.
- the DMS has responsibility for co-ordinating action within the school and for liaising with other agencies.

In Burgess Hill Girls, the Designated Members of Staff (DMS) are the Head, the Head of the Junior School the Nursery Manager and the Deputy Nursery Manager..

It is important to note that any member of staff may make a referral to external agencies should they feel the school's procedures have failed or are not appropriate in the circumstances

Recognition of abuse will depend on:

- being aware of the signs and symptoms of abuse.
- being aware that abuse can occur in all socio economic groupings.
- being alert to the possibility of any injury being non-accidental or illness being avoidable.
- having suspicions where a pattern of injuries occurs over time.
- concern where explanations are not consistent with injuries.
- awareness of the vulnerability to abuse of children with disabilities.
- sensitivity to changes in children's behaviour.
- awareness of situations where another child in the household has been harmed.
- knowledge of known abusers living in family settings.
- responding to a child who discloses abuse.

When to be concerned

Staff should be concerned if a pupil:

- has any injury which is not typical of the bumps and scrapes normally associated with children's activities.
- regularly has unexplained injuries.
- frequently has injuries, even when apparently reasonable explanations are given.
- offers confused or conflicting explanations about how injuries were sustained.
- exhibits significant changes in behaviour, performance or attitude.
- indulges in sexual behaviour, which is unusually explicit and/or inappropriate to his/her age or discloses an experience in which he or she may have been significantly harmed.

Roles and responsibilities

The role of the Designated Member of Staff :

- ensure that all staff are aware of these procedures
- act as a focal point for staff to discuss concerns
- ensure that appropriate training and support is provided to all staff
- keep written records of concerns about a pupil even if there is no need to make a written referral
- ensure that accurate records are kept relating to individual children and marked "Strictly Confidential" – these will be stored separately from the general pupil file
- decide whether to take further action about specific concerns eg refer to Social Services. If it is decided to make a referral this may be done **without** prior discussion with the parents, dependent upon the circumstances surrounding the concerns raised.
- liaise with Social Services over suspected cases of child abuse
- send a written record of any referrals to the Assessment Team within 24 hours of a referral or as required
- submit reports to and attend child protection/safeguarding conferences
- liaise with other agencies and professionals
- ensure that the School effectively monitors children who have been identified as at risk

- if a pupil who is on the child protection register changes school the DMS will inform Social Services.
- provide an annual report to the Governing Body, detailing any changes or reviews of relevant policy and procedures, training undertaken by staff and the DMS together with information on the type and number of incidents/cases.

School procedures

- any member of staff with immediate concerns about a child must inform the Designated Member of staff
- make a note of the disclosure, including the time, setting and people present, detailing what the child said and the child's presentation and behaviour as observed. This record should be written at the time, signed and dated and record all the actions taken concerning this incident.
- the DMS will decide whether the concerns should be referred to the Social Services department. If it is decided to make a referral this may be done **without** prior discussion with the parents, dependent upon the circumstances surrounding the concerns raised.
- if a referral is made to Social Services the DMS will ensure that a written report of the concerns is made.
- particular attention will be paid to the attendance and development of any child who has been identified as at risk, or who has been placed on the child protection register.

If for any reason a member of staff is not able to speak to the DMS, or one of the Deputies, and there is risk of immediate serious harm to a child the member of staff should contact Social Services or West Sussex County Council – Head of Safeguarding (03302 222673 or 07841 308548) If there is an immediate emergency, dial 999 and report the matter to the police.

Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should:

- listen to what is being said without displaying shock or disbelief.
- accept what is being said.
- allow the child to talk freely.
- reassure the child, but not make promises which it might not be possible to keep.
- not promise confidentiality, as it will be necessary to refer the case to Social Services.
- reassure the pupil that what has happened is not their fault.
- stress that it was the right thing to tell.
- listen, rather than ask direct questions.
- ask open questions rather than leading questions.
- not criticise the perpetrator.
- explain what has to be done next and who has to be told.
- not ask the child to repeat the disclosure to anyone else.

Record keeping

When a pupil has made an allegation, the member of staff should:

- make some brief notes as soon as possible after the conversation.
- not destroy the original notes in case a court needs them.
- record the date, time, place and any noticeable non-verbal behaviour and the words used by the child.
- draw a diagram to indicate the position of any bruising or other injury.
- record statements and observations, rather than interpretations or assumptions
- use names, not initials
- sign and date the record
- keep the record securely and hand to the DMS as soon as possible
- only share information on a need-to-know basis and not discuss the matter

Preserving Evidence

all evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

Allegations made against members of staff

Underlying principles

- The welfare principle must be upheld in all cases and the child and parent must be listened to and taken seriously.
- The Head also has a duty of care to staff who are the subject of the allegation and should ensure that they are treated fairly and offered appropriate professional support.
- The Head should ensure that the School provides effective support for anyone facing an allegation and provide the member of staff with a named contact if they are suspended
- It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. At any stage of consideration or investigation, all unnecessary delays will be eradicated.

Process

Any allegation against a member of staff will be managed in accordance with DfE standards.

- if a pupil makes an allegation against a member of staff, the Head will be informed immediately. The Head will liaise with the West Sussex Children's Board Designated LADO.
- if an allegation is made against the Head, the Chairman of Governors will be informed immediately. The Chairman of Governors will liaise with the West Sussex Children's Board Designated LADO.
- the context in which an incident occurs is crucial to understanding the incident and the definition ascribed to it e.g. whether an incident is more properly dealt with as conduct or competency or whether it is a Safeguarding issue.
- the Head/Chairman of Governors and the LADO to agree how to proceed:

1. no further action
 2. investigation by the School
 3. referral to Social Services/Police
- if a complaint is made against a member of staff directly to the police or social services, it is likely that the investigation will begin a multi-agency strategy discussion and an agreement will be reached as to whether or not a full Safeguarding investigation is necessary.

Allegations may be made in a number of ways:

- direct disclosures by young people
- indirect disclosure i.e. through written work or art work
- complaints to the Head from parents
- complaints to Social Services from parents
- complaints to the police from parents
- reports by other colleagues

Suspension

- the possible risk of harm to children posed by the accused member of staff/Head should be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the Head/Chairman of Governors to consider suspending the accused until the case is resolved. Suspension should not be an automatic response when an allegation is reported; all options to avoid suspension should be considered prior to taking that step
- an individual should be suspended only if there is no reasonable alternative
- where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension.
- the person should be informed at the point of their suspension who their named contact is within the School and provided with their contact details.
- the power to suspend is vested in the governing body of the School who are the employers of staff at the School.

Supporting those involved

- employers have a duty of care to their employees. They should act to manage and minimise the stress inherent in the allegations process
- the Head/Chair of Governors should inform the accused person about the allegation as soon as possible after consulting with the LADO. However, where a strategy discussion is required, or police or children's social care services need to be involved, the Head/Chair of Governors should not do so until those agencies have been consulted and have agreed what information can be disclosed to the accused
- the individual should be advised to contact their trade union representative, if they have one, or a colleague for support. They should also be given access to welfare counselling or medical advice where this is provided by the School
- the Head/Chair of Governors should appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual
- parents or carers of a child or children involved should be told about the allegation as soon

as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the Head/Chair of Governors should not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers

- parents and carers should also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice

Confidentiality

- it is extremely important that when an allegation is made, the School makes every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered
- the Head/Chair of Governors should take advice from the LADO, police and children's social care services to agree the following:
 - who needs to know and, importantly, exactly what information can be shared
 - how to manage speculation, leaks and gossip
 - what, if any information can be reasonably given to the wider community to reduce speculation
 - how to manage press interest if and when it should arise

Staff should be aware that any physical contact with pupils could be open to misinterpretation.

Broad government guidance on the following is also available via the GOV.UK website (see part1 KCSIE).

- Child sex exploitation
- Bullying including cyberbullying
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation
- Forced marriage
- Gangs and youth violence
- Gender-based violence
- Mental health
- Private fostering
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

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Additional guidance:

Signs of abuse

The information given here has been taken from the NSPCC Child Protection factsheet (2010). The guidance notes are not meant to be exhaustive and staff should not jump to conclusions because of the presence of just one of the factors below. Every case is different.

Physical abuse	
<p>The physical signs of abuse may include:</p> <ul style="list-style-type: none"> • unexplained bruising, marks or injuries on any part of the body or injuries which the child can't explain • multiple bruises - often on the upper arm or outside the thigh • cigarette burns • human bite marks • broken bones • scalds especially those with upward splash marks suggesting that hot water has been thrown over the child • multiple burns with a clearly demarcated edge 	<p>Changes in behaviour that can also indicate physical abuse may include:</p> <ul style="list-style-type: none"> • fear of parents being contacted for an explanation • aggressive behaviour or severe temper outbursts • flinching when approached or touched • reluctance to get changed, even, for example, in hot weather or for sporting events • withdrawn behaviour • running away from home
Emotional abuse	
	<p>Changes in behaviour that can indicate emotional abuse may include:</p> <ul style="list-style-type: none"> • neurotic behaviour eg sulking, rocking • being unable to play • fear of making mistakes • sudden speech disorders • self-harm • fear of parent being approached regarding behaviour • developmental delay in terms of emotional progress
Sexual abuse	
<p>The physical signs of sexual abuse may include:</p> <ul style="list-style-type: none"> • pain or itching in the genital area • bruising or bleeding near genital area • sexually transmitted disease 	<p>Changes in behaviour that can also indicate sexual abuse may include:</p> <ul style="list-style-type: none"> • sudden or unexplained changes in behaviour, eg becoming aggressive or withdrawn • fear of being left with a specific person or group of people

<ul style="list-style-type: none"> • vaginal discharge or infection • stomach pains • discomfort when walking or sitting down • pregnancy 	<ul style="list-style-type: none"> • having nightmares • running away from home • sexual knowledge which is beyond their age or developmental level • sexual drawings or language • bedwetting • eating problems such as overeating or anorexia • self- harm • saying they have secrets which can't be told to anyone • substance misuse • not being allowed to have friends (particularly in adolescence) • acting in a sexually explicit way towards adults
Neglect	
<p>The physical signs of neglect may include:</p> <ul style="list-style-type: none"> • constant hunger, sometimes stealing food from others • constantly dirty or 'smelly' • loss of weight, or being constantly underweight • inappropriate clothing for the weather conditions 	<p>Changes in behaviour that can also indicate neglect may include:</p> <ul style="list-style-type: none"> • complaining of being tired all the time • not requesting medical assistance and/or failing to attend appointments • having few friends • mentioning being left alone or unsupervised