



## SAFEGUARDING AND CHILD PROTECTION POLICY 2017

(when referring to Hazelwood School or the School, this always includes the Nursery and Early Years Foundation Stage based on the Laverock Site.)

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### 1. Introduction and Ethos.

At Hazelwood School we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Safeguarding is defined as:

*Protecting children from maltreatment and preventing impairment of health or development. All staff have a responsibility to provide a safe environment in which children can learn.*

Adults in our school take all welfare concerns seriously and encourage pupils to talk to us about anything that worries them. Moreover, the Governing Body takes due consideration over its responsibility, under section 157 and 175 of the Education Act 2002, to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our School to identify, assess, and support those children who are suffering harm.

We therefore, as a community, will always act in what is considered in the best interests of the child. Their safety is of paramount importance. This is because all children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.

Pupils are taught about safeguarding, including online safety, through various teaching and learning opportunities. As part of our broad and balanced curriculum we give children opportunities which equip them with the skills they need to stay safe from harm and to know to whom they should turn for help.

We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in protecting our pupils from harm and that **anyone can make a referral**. Every pupil should feel safe and protected from any form of abuse. Staff are encouraged to think not “*what if I am wrong*” but rather “*what if I am right*”.

This Policy sets out our approach to this commitment. It applies to all members of staff and Governors in the School.

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<sup>1</sup> Wherever the word “staff” is used, it covers ALL staff on site, including ancillary supply and self-employed staff, staff of contractors, volunteers working with children and governors

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002; and in line with government publications:

- *Keeping Children Safe in Education (KCSIE), DfE September 2016*
  - *Disqualification under the Childcare Act 2006 (June 2016)*
  - *What to do if you are worried a child is being abused (March 2015)*
- *Working Together to Safeguard Children (inter-agency working), HM Government (2015)*
  - *Information sharing (February 2017)*
- *Framework for the Assessment of Children in Need and their Families (2000)*
- *What to do if You are Worried a Child is Being Abused, HM Government (2015)*
- *Statutory Framework for the Early Years Foundation Stage (2014)*
- *Surrey Safeguarding Children Board (SSCB) Child Protection Procedures<sup>2</sup>*
- *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (October 2015)*
- *Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)*
- *'Prevent' Counter-Terrorism and Security Act (2015)*
- *Prevent Duty Guidance: for England and Wales (June 2015)*
  - *The Prevent duty- Departmental advice for schools and childminders (June 2015)*
  - *The use of social media for online radicalisation (July 2015)*

**This policy should be read alongside the following:**

Behaviour, Rewards, Sanctions, Discipline and Exclusion  
Code of Conduct (Staff)  
Whistleblowing  
Anti-bullying  
Cyber-bullying  
Health & Safety  
Curriculum  
Curriculum for the EYFS  
PSHE  
EYFS Mobile Phone and Camera  
Taking, Storing and Using Images of Children  
Physical Intervention (including EYFS)  
eSafety, including staff use of mobile phones and cameras  
Risk Assessment (particularly off site activities)  
Safer Recruitment and Selection  
EYFS Nappy Changing and Toileting  
EYFS Missing child  
Relationships and Sex Education  
EYFS Uncollected Child

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### 2. Key Contact Information:

**Named Lead DSL James Walton (Assistant Head, Head of Lower School):**

**WaltonJ@hazelwoodschool.com**

**School - 01883 712194 Ext 208      Direct - 01883 733832**

**Lead DSL (HNEY) Howard Garlick (Assistant Head, Head of Early Years):**

**GarlickH@hazelwoodschool.com**

**School - 01883 714171 Ext 207**

**Deputy DSL (Hazelwood) William Fagg (Head of Year 7& Senior School Transition) :**

**FaggW@hazelwoodschool.com      School 01883 712194 Ext 203      Direct 01883 733830**

**Deputy DSL (Hazelwood) Lynne Brighting (Year 8 Form Tutor)**

**brightingl@hazelwoodschool.com**

**Deputy DSL (NEY) Stephanie Taylor**

**taylors@hazelwoodschool.com**

**Deputy DSL (HNEY) Paula Rutter (Nursery Assistant):**

**RutterP@hazelwoodschool.com**

**Head: Lindie Louw (Head of School)**

**louwl@hazelwoodschool.com      01883 733831**

**Chair of Governors Annabel Lark:**

**Chairman@hazelwoodschool.com**

**Safeguarding Governor John Bleakley:**

**jrb@tonbridge-school.org**

**Surrey Safeguarding Children Board (MASH) Contact Centre: 0300 470 9100**

**Out of hours' social care emergency:**

**01483 517898**

### 3. Policy Aims

The aims of this policy are to:

- Demonstrate the school's commitment with regard to safeguarding and child protection to pupils, parents and other third parties.
- Support pupil's development in ways that will foster security, confidence and independence.
- Provide an environment in which pupils feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- Raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse (Reference Appendices 1 and 2)
- Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- Emphasise the need for good levels of communication between all members of staff.
- Develop a structured procedure within the School which will be followed by all members of the community in cases of suspected abuse.
- Develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within our School who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory Disclosure and Barring Service (DBS) check (according to guidance), and a central record is kept for audit.

There are four main elements to our safeguarding policy:

- **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures.);
- **Protection** (by following the agreed procedures, unnecessary risks are managed, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns;
- **Support** (for all pupil, parents and staff, and where appropriate specific interactions for those who may be at risk of harm e.g. considerations of culture, disability, history, FGM);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

Staff should be aware of the professional risks associated with the use of social media and electronic communication and should familiarise themselves with advice and professional expectations outlines in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (October 2015)

This Policy and Procedures will be monitored and evaluated by:

- Annual scrutiny and ratification by the governor Compliance Committee and Full Governing Board
- Senior Leadership Team (SLT) 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of Governor Committee and Board minutes
- Monitor of log recording any bullying/racist/behaviour incidents

- Review of parental concerns and parent questionnaires

*At Hazelwood we recognise that:*

- A child who is abused or witnesses' violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- We may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- Research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- Most children suffer harm from within their own families or from someone they know and with whom they have formed a relationship.
- We are receptive to and ready to respond to any particular needs/issues/risks which may emerge in the context of the school pupil population at any one time, or our wider community.
- Significant harm can be "actual" (it is happening now - bruises, injuries, neglect) or could be likely (unless action is taken the child may be exposed to significant risk in the future).

We will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting wellbeing alongside a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children Services as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

All children understand that they have a *Pupil Voice*:

They can talk to any of the adults. Each pupil has a Form Tutor or Key Person as a first point of pastoral contact. We have Heads of Year and for new members of the School we have a buddy system. We have mentor groups within our house system. There is also a school counsellor to support pupils in need as identified by staff.

All staff should be prepared to identify children who may benefit from Early Help. Early Help means providing support as soon as a problem emerges in a child's life. In the first instance, staff should discuss early help requirements with the DSL. (Further information regarding Early Help can be found in Chapter 1 of Working Together to Safeguard Children.)

Hazelwood staff are committed to:

- being vigilant, listening to children, observing changes in behaviour and attitude, responding to specific concerns at an early stage (self-harm, depression, eating disorders),
- reporting concerns to the DSL,
- not to conduct an investigation themselves but to contact the relevant agencies to deal with significant concerns,

- being prepared to whistle-blow where there are concerns about the conduct of a member of staff towards a child/children.

Pupils with special educational needs and disabilities can face additional safeguarding challenges. This is 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 special educational needs and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs.
- Difficulties may arise in overcoming communication barriers.

#### **4. Key Roles and Responsibilities**

##### *The role of the Lead DSL*

The Lead DSL holds ultimate responsibility for safeguarding and child protection at Hazelwood School. Their key role is to:

- Manage referrals from School staff or any others from outside the School;
- Work with external agencies and professionals on matter of safety and safeguarding;
- Undertake training;
- Raise awareness of safeguarding and child protection amongst the staff and parents;
- Ensure that child protection information is transferred to the pupil's new school;
- Ensure that a DSL is available to discuss any safeguarding concerns<sup>3</sup>.

##### *The role of the Governing Body*

The Governing Body will ensure that there is a Safeguarding and Child Protection Policy together with a staff behaviour (Code of Conduct) Policy and that the School operates safer recruitment procedures. This ensures that there is at least one person on every recruitment panel that has completed Safer Recruitment training. The Governors will also ensure that the School has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.

In addition they are to:

- Appoint one of their members to fulfil the role of Child Protection Governor, to be available to liaise with the local authority on child protection issues.
- Make the Chair of Governors available to be responsible if an allegation of child abuse is made against the Head.
- Ensure the Safeguarding and Child Protection Policy and Procedures (and all related policies) are reviewed annually by the DSL, Governor Compliance Committee and Full Board and that the Safeguarding and Child Protection Policy is available on the School website.
- Monitor that the School has appropriate safeguarding responses in place for Children Missing from Education (CME).
- Ensure that there are steps in place for the School to listen to pupils.
- Ensure that an enhanced DBS check is in place for the Chair of Governors and all members of the Governing Body.

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<sup>3</sup> All DSL's will be trained to the same standards as the Named Lead DSL and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of pupils.

- Confirm that at least one member of the Governing Body will complete Safer Recruitment Training to be renewed every 5 years.
- Appoint, when required, a designated teacher who will promote the educational achievement of children who are looked after.

The Governors will delegate certain tasks, related to Safeguarding and Child Protection to the Head.

### The role of the Head

The Head will ensure that:

- A member of SLT has DSL responsibility and that they have sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.
- On appointment, the DSLs undertake interagency training (SSCB Modules 1 and 2 or with a recognised agency) and also undertake DSL 'New to Role' and the 'Update' course every 2 years and that all other staff have Safeguarding training updated regularly, in line with advice from the Local Safeguarding Children Board and including e-safety and *Prevent* awareness training. All voluntary and temporary staff who work with children are made aware of these arrangements.
- All staff have completed the *PREVENT* awareness training that gives them knowledge and confidence to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to know how to refer children and young people for further investigation/observation.
- The names of the DSLs are clearly advertised in the School, with a statement explaining the School's role in referring and monitoring cases of suspected abuse.
- That safeguarding is taught (in a planned component of the curriculum) online, through the curriculum and PSHE and personal, social, emotional development in the EYFS.
- Our approach to lettings will seek to ensure the suitability of adults working with children on School sites at any time and that the organisers of such clubs and activities are made aware of the School's Safeguarding and Child Protection Policy.

### The role of staff

Safeguarding and promoting the welfare of children is everyone's responsibility. Staff are particularly important as they are in a position to identify concerns early, provide help for children and prevent concerns from escalating. Staff have a responsibility to:

- Provide a safe environment in which all children can learn.
- Share concerns with the DSL.
- Identify children who may benefit from Early Help.
- Work with the DSL (as required) to undertake an Early Help assessment.
- Provide support to the child and if required support social workers and other agencies working with a specific child.

All new staff, as part of their induction, will receive training in Safeguarding Children which will include how to respond to a pupil who discloses abuse. This training is provided by the designated members of staff. Staff sign a register to record that they have seen and understand their respective responsibilities in the Policy.

We acknowledge that staff must only use physical intervention as a last resort, when a child is endangering themselves or others, and that at all times it must be the minimal force

necessary to prevent injury to another person. Such events should be recorded and signed by a witness and parents will be informed on the day that physical restraint took place. Corporal punishment is never used or threatened against any child at Hazelwood School.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Staff should be aware of the professional risks associated with the use of social media and electronic communication and should familiarise themselves with advice and professional expectations outlines in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (October 2015).

Surrey Social Services manual is available online, to view go to: [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding) and go to 'Practices' to view full manual.

**It is everyone's responsibility to know what to do if a child makes a disclosure or if abuse is suspected.**

If a child makes a disclosure (if a child tells):

<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Listen carefully</li> <li>• Record the conversation in the child's words and note the date/time</li> <li>• Take it seriously and reassure the child</li> <li>• Follow procedure as set out in Policy</li> </ul>	<p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>• Ask leading questions</li> <li>• Make promises you cannot keep</li> <li>• Jump to conclusions</li> <li>• Speculate or accuse anybody</li> </ul> <p><i>It is not your responsibility to decide if the allegation is true or not.</i></p>
<p><b>Immediate Danger:</b></p> <ul style="list-style-type: none"> <li>• Call the Police</li> <li>• Refer to Social Care</li> <li>• Inform DSL as soon as possible</li> </ul>	<p><b>Concerns about conduct of staff:</b></p> <ul style="list-style-type: none"> <li>• A colleague – talk to the Head</li> <li>• Head – talk to the Chair of Governors</li> </ul>

**It is considered good practice if you:**

- Voice your concerns, suspicions or uneasiness as soon as you can to a DSL.
- Pinpoint what practice is concerning you and why.
- Remember that we should always put the children's welfare first.
- Maintain confidentiality with any concerns you have.

**Confidentiality**

We recognise that in order to effectively meet a child's needs, safeguard their welfare and protect them from harm the School must contribute to inter-agency working in line with Working Together to Safeguard Children (2015) and share information between professionals and agencies where there are concerns.

All staff have a professional responsibility to share information, when required, with other agencies in order to safeguard children and that the Data Protection Act 1998 is not a barrier to sharing information where the failure to do so would place a child at risk of harm.



All staff are made aware through safeguarding training that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. In deciding whether there is a need to share information, **the pupil's best interests must be paramount.**

### **Health & Safety**

Our Health & Safety Policy reflects the consideration we give to the protection of our children both physically within the School environment, and for example in relation to internet use, and when away from the School and when undertaking School trips and visits. When pupils visit another site and are doing activities where staff from another organisation will be involved, we obtain Risk Assessments. Within these Risk Assessments from the 3<sup>rd</sup> party organisation we ensure correct checks and qualifications of staff are in place before the Schools Risk Assessment is agreed and signed off by the Bursar and the Head.

### **Mobile phones and cameras**

At the Hazelwood Nursery and Early Years (HNEY) site, all staff mobiles must be turned off and placed in the designated locked cupboard either in the room or relevant office. Phones may only be checked at break times in the staff room and never in the rooms, or in the toilets. Staff are responsible for ensuring that their mobile phones do not hold inappropriate or illegal content.

All adults, including parents and visitors, who attend the HNEY site are made aware that mobile phones are not to be used on the site in the presence of the children.

Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at staff training and induction and is also available in the EYFS Mobile Phone and Camera Policy.

## **5. Safeguarding and Child Protection Procedures to follow if abuse is suspected or reported.**

If any member of staff has concerns about a child in their care then they should report it to the DSL or DDSL who will record the matter in writing and add to the 'Safeguarding Concern File'. This will help to identify early if any further additional help is required to support the child further.

If any member of staff:

- suspects that child abuse is occurring;
- identifies child abuse;
- is concerned that School practices or the behaviour of others may be putting a child at risk of abuse;
- has an incident, complaint or suspicion reported to him/her;

he/she must:

- Immediately stop any other activity to listen and give them space to do this safely.
- Make brief notes at the time or as soon as possible afterwards and ensure that these original notes are kept. Use exact words of child.
- Not ask leading questions (it may prejudice the investigation).
- Not give guarantees of confidentiality to the child (or keep any secrets from the school) but give assurances that only those who need to know will be informed.
- Not make any attempt to investigate the incident themselves.
- At the earliest opportunity report to the DSL and provide DSL with notes on our Safeguarding Concern Form (attached at the end of this document). The individual

with concerns may contact Children's Social Care directly. If the complaint is likely to involve the DSL, the informant must report it to the Head.

- If the disclosure happens after School hours, the teacher/adult should attempt to contact any of the DSLs or the Head at home. If this proves impossible and there is a fear that the pupil is 'at risk' (i.e. it is unsafe for them to go home) then Children's Social Care may be contacted direct.

**If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's care immediately. Anybody can make a referral.** For children who are in need of additional support (who are not at immediate risk), we will use inter-agency assessment following SSCB procedures, including the use of Early Help Assessment (EHA), Common Assessment Form (CAF) and Team Around Child (TAC).

#### Making a referral.

- Concerns about a child or a disclosure should be discussed with the DSL who will help decide whether a referral to children's social care, early help or other support is appropriate in accordance with Surrey Safeguarding Children's Board Levels of Need document.
- If a referral is needed then the DSL should make it. However, anyone can make a referral and if for any reason a staff member thinks a referral is appropriate and one hasn't been made they can and should consider making a referral themselves.
- Where referrals are not made by the DSL, the DSL should be informed as soon as possible.
- The parents will be told that a referral is being made, unless to do so would increase the risk to the child.
- Where there is doubt about whether to make a referral, the Multi Agency Safeguarding Hub team will be consulted.
- Referrals should be made in writing, following a telephone call using the Multi-Agency Referral Form (MARF).
- In addition, as a registered setting, the EYFS department must inform OFSTED of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of these allegations. OFSTED must be informed as soon as is reasonably practicable but at the latest within 14 days.

At Hazelwood we recognise that children must receive the right help at the right time to address risks and prevent issues escalating, the importance of acting on and referring the early signs of abuse and neglect, keeping clear records, listening to views of the child, reassessing concerns when situations do not improve, sharing information quickly and **challenging inaction** are vital.

We recognise that staff working in the School who have become involved with a child who has suffered harm, or appears to have suffered harm will be offered the opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

## **6. Action to be taken where an allegation has been made against a member of staff:**

We recognise the possibility that adults working in the School may harm children. Any concerns about the conduct of other adults in the School should be taken to the Head without delay (or where that is not possible, to the Lead DSL); any concerns about the Head should go to the Chair of Governors.

Where there are concerns about the proprietor of an independent school, the member of staff should contact the Local Authority Designated Officer (LADO) without delay.

If an allegation is made against a member of staff all unnecessary delays should be eradicated. All allegations will be referred to the LADO(s) for advice before any investigation by the School takes place, or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with the LADO(s) can be held informally and without naming the School or individual.

The Head/DSL will follow procedures in line with School Disciplinary Policy, statutory guidance from the DfE as well as locally agreed procedures. School policy also takes into account guidance in Part 4 of KCSiE (September 2016).

All School staff should take care not to place themselves in a vulnerable position with a child. They should be aware of the School's own policies relating to staff conduct and behaviour. Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction. We understand that a pupil may make an allegation against a member of staff.

- Where it is alleged that a member of staff has behaved in a way that has harmed, or may have harmed a child, possibly committed a criminal offence against a child or behaved towards a child in a way that indicates that he/she is unsuitable to work with children, the member of staff receiving the allegation will immediately inform the Head.
- The School will follow SSCB procedures for managing allegations against a member of staff.
- The Head will make immediate contact, within one working day, with the LADO to discuss the content of the allegation.
- They will consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Discussions will be recorded in writing, and any communication with both the individual and the parents of the child/children agreed.
- Each case will be considered carefully to ascertain whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place, taking into account the views of the LADO.
- The Chair of Governors will be informed of any child protection issue as soon as possible after it arises.
- Any allegation involving the Head will be passed on to the Chair of Governors without informing the Head first. The Chair of Governors will follow the procedures above.
- Allegations against staff, volunteers or the DSL should be reported to the Head. If the Head is absent, the allegation should be passed to the Chair of Governors.
- We are aware that there are restrictions on the reporting or publishing of allegations against teachers and so we will make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DfE publish information about an investigation or decision in a disciplinary case.
- The Head will report promptly any member of staff who is deemed unsuitable to work with vulnerable and young people and who has been removed from regulated activity to the DBS. We will also refer such a member of staff to the NCTL. Advice about referring to

NCTL can be found in *Teacher misconduct: the prohibition of teachers* (July 2014) and the NCTL website.

- In the event of an allegation against the Head, the decision to suspend will be made by the Chair of Governors with advice as mentioned above.
- We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

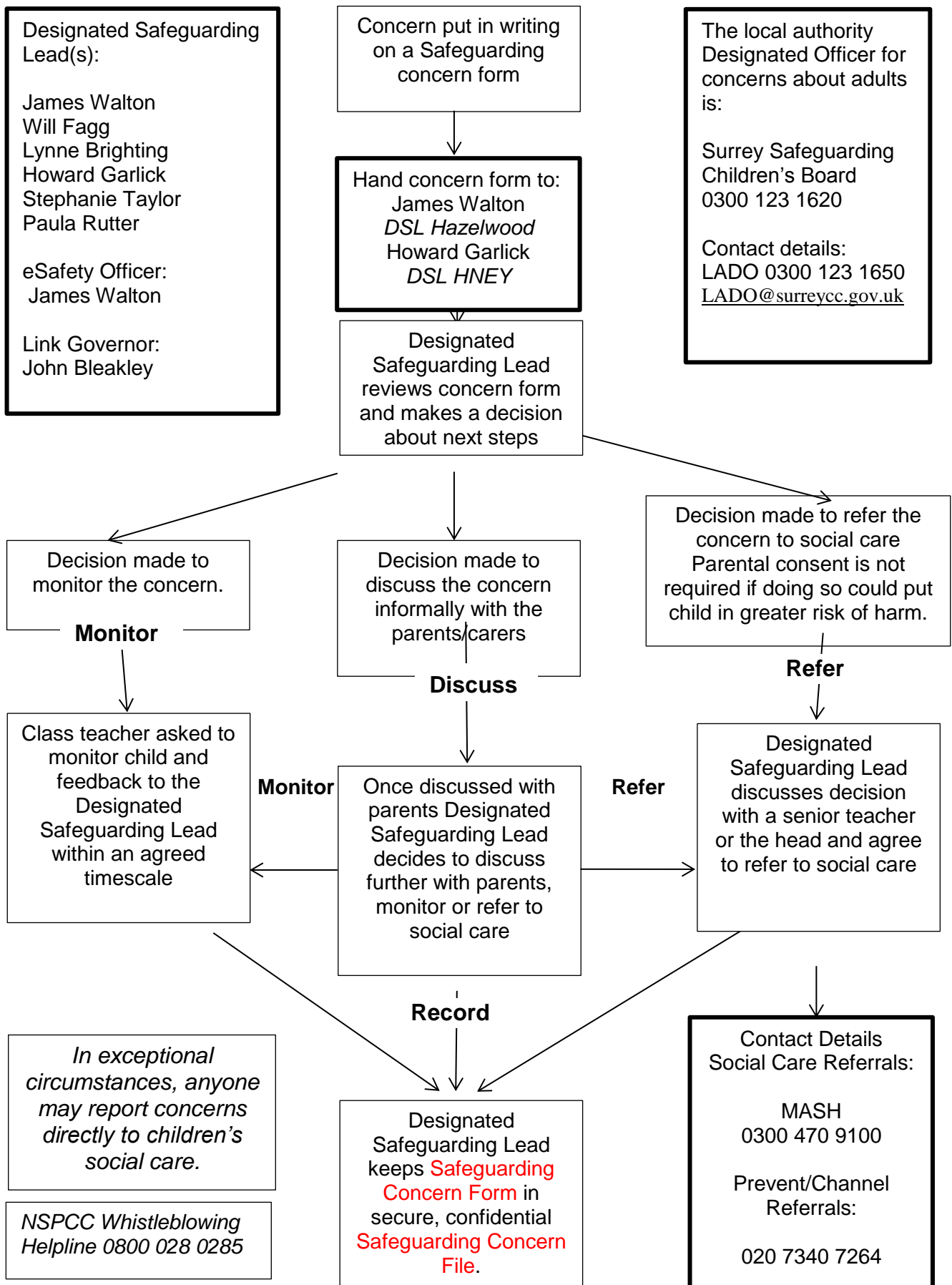
### **Whistleblowing**

Where there are concerns about the way that safeguarding is carried out in the School, staff should refer to the Whistleblowing Policy. A whistleblowing disclosure must be about something that affects the general public such as:

- A criminal offence has been committed, is being committed or is likely to be committed;
- An legal obligation has been breached;
- There has been a miscarriage of justice;
- The health or safety of any individual has been endangered;
- The environment has been damaged;
- Information about any of the above has been concealed.

The NSPCC runs a whistleblowing helpline on behalf of the Home Office, the number is 0808 800 5000. Further information can be found in the Whistleblowing Policy.

**APPENDIX 1: SUMMARY FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**



## **APPENDIX 2: TYPES OF ABUSE AND NEGLECT**

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

**Abuse:** 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 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). They may be abused by an adult or adults or by another child or children.

**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. *KCSiE (September 2016)*.

**Specific safeguarding issues:**

- Peer-on Peer Abuse
- Bullying including cyberbullying
- Domestic violence
- Drugs
- Fabricated or induced illness
- mental health
- Youth Produced Sexual Imagery (sexting)
- Teenage relationship abuse
- Child Missing from Education (CME)

**Please be aware of:**

- Gangs and youth violence
- Forced marriage (see Appendix 3)
- gender-based violence/violence against women and girls (VAWG)
- Faith abuse
- Private fostering
- Looked after children
- Preventing radicalisation (see Appendix 3)
- Child missing from home or care
- trafficking
- Grooming through internet or “gaming”

Further information on the following can be found in Appendix 3

- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Honour-based Violence (HBV)
- Prevent Duty
- Private Fostering
- Domestic Abuse

**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 YPSI (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.

At Hazelwood 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 pupils.

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 pupils 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 pupil;
- indicates that young people outside the School may be affected by this pupil.

We will support the victims of peer-on-peer abuse by discussing the incident with them, supporting and investigating the incident fully and reporting it to relevant authorities where appropriate.

### **Youth Produced Sexual Imagery**

In cases of 'Youth Produced Sexual Imagery' 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'. (Updated January 2017)



## **APPENDIX 3: RECOGNISING SIGNS OF ABUSE**

### **Categories of Abuse:**

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

### **Some of the following signs might be general indicators of abuse or neglect:**

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

### **Some of the following signs may be indicators of physical abuse:**

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained bruises or cuts; burns or scalds; or bite marks.

### **Some of the following signs may be indicators of emotional abuse:**

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

**Some of the following signs may be indicators of sexual abuse:**

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

**Some of the following signs may be indicators of sexual exploitation:**

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

**Some of the following signs may be indicators of neglect:**

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care<sup>4</sup> ; and
- Parents who fail to seek medical treatment when their children are ill or are injured.

## **APPENDIX 4: FURTHER INFORMATION ON SPECIFIC SAFEGUARDING ISSUES**

### **Children Missing from Education (CME):**

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.

In response to the guidance in KCSiE (September 2016) the School has:

- Staff who understand what to do when children do not attend regularly.
- Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
- Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
- Procedures to inform the local authority when we plan to take pupils off-roll when they: leave school to be home educated;
  - move away from the School's location;
  - remain medically unfit beyond compulsory school age;
  - are in custody for four months or more (and will not return to school afterwards);
  - or
  - are permanently excluded.

We will ensure that pupils who are expected to attend the School, but fail to take up the place will be referred to the local authority.

### **Child Sexual Exploitation**

The statutory definition of Child Sexual Exploitation (CSE) can be found in 'Working Together to Safeguard Children' (2015) page 93:

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

#### **Indicators of child sexual exploitation may include:**

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and

- Self-harm or significant changes in emotional well-being.

Potential vulnerabilities include:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic violence or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;
- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

More information can be found in: Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)

**Female Genital Mutilation**

Female Genital Mutilation (FGM) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- Low level of integration into UK society.
- Mother or a sister who has undergone FGM.
- Girls who are withdrawn from PSHE.
- Visiting female elder from the country of origin.
- Being taken on a long holiday to the country of origin.
- Talk about a 'special' procedure to become a woman.

Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out of school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

Indications that FGM may have already taken place may include:

- Difficulty walking, sitting or standing and may even look uncomfortable.
- Spending longer than normal in the bathroom or toilet due to difficulties urinating.

- Spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- Frequent urinary, menstrual or stomach problems.
- Prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return.
- Reluctance to undergo normal medical examinations.
- Confiding in a professional without being explicit about the problem due to embarrassment or fear.
- Talking about pain or discomfort between her legs.

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In schools, this will usually come from a disclosure.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out; and discuss any such cases with the DSL and SSCB will also be informed. The duty does not apply in relation to at risk or suspected cases.

### **'Honour-based' Violence**

'Honour-based' Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM, forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Where staff are concerned that a child might be at risk of HBV, they must contact the DSL as a matter of urgency.

### **Forced Marriage**

A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

School staff should never attempt to intervene directly as a School or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit on 020 7008 0151.

### **One Chance Rule**

All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance to speak to a pupil who is a potential victim and have just one chance to save a life and are aware of their responsibilities and obligations if they become aware of potential forced marriage, FGM and HBV cases.

### **Prevent Duty – Radicalisation and Extremism**

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'.

Where staff are concerned that pupils are developing extremist views or show signs of becoming radicalised, they should discuss this with the DSL. The DSL has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We use the curriculum to ensure that pupils understand how people with extreme views share these with others, especially using the internet.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the School's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

### Recognising Extremism

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes.
- Glorifying violence, especially to other faiths or cultures.
- Making remarks or comments about being at extremist events or rallies outside school.
- Evidence of possessing illegal or extremist literature.
- Advocating messages similar to illegal organisations or other extremist groups.
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent).
- Secretive behaviour.
- Online searches or sharing extremist messages or social profiles.
- Intolerance of difference, including faith, culture, gender, race or sexuality.
- Graffiti, art work or writing that displays extremist themes.
- Attempts to impose extremist views or practices on others.
- Verbalising anti-Western or anti-British views.
- Advocating violence towards others.

### **Private Fostering and Looked After Children**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

School staff should notify the DSL when they become aware of private fostering arrangements. The DSL will speak to the family of the child involved to check that they are aware of their duty to inform the local authority. The School itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the School, we will take steps to verify the relationship of the adults to the child who is being registered.

The most common reason for children becoming looked after is as a result of abuse and neglect. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

### **Domestic Abuse**

Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence.

Such as physical violence: slapping, punching, kicking, bruising and rape. Such as non physical violence: ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.

The signs and symptoms of a child suffering or witnessing domestic abuse are similar to other forms of abuse or neglect.

To talk through your concerns call the Surrey Domestic Abuse Helpline on 01483 776822 or talk to your local outreach service.

East Surrey Domestic Abuse Services - Covering Reigate & Banstead, Mole Valley and Tandridge - 01737 771350

## **APPENDIX 5 : STAFF TRAINING**

### Induction Training - Mandatory

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 – receive annual Safeguarding and Child Protection training and receive updates as required 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.

All members of staff at Safeguarding Training are provided with:

- Hazelwood Safeguarding and Child Protection Policy.
- Code of Conduct (Staff) Policy.
- Part 1 and Annex A of KCSiE (September 2016).
- Whistleblowing Policy.
- The name and contact details of the DSLs.

### **Safer Recruitment**

Our selection and recruitment of staff includes checks for their suitability with the DBS. All pre-appointment checks on volunteers, staff or contractors, and other individuals that are not school staff or supply staff are completed according to the requirements set out in KCSiE (September 2016). Disqualification by association is detailed in our Safer Recruitment Policy.



## **APPENDIX 6 : FURTHER RESOURCES**

### **Support for staff**

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### **Support for Pupils**

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### **Support for adults**

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### **Support for Learning Disabilities**

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### **Domestic Abuse**

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)

### **Honour based Violence**

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

### **Sexual Abuse and CSE**

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

### **Online Safety**

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)

**APPENDIX 7: SAFEGUARDING REPORT FORM**

www.hazelwoodschool.co.uk

**Safeguarding Report/Online Search Query**

Name of child:

Form/Class:

Date of birth:

Completed by:

Position in School/Nursery:

Date	Nature of concern <i>Please record the facts of your concern and ensure you sign and date the statement. This report must be brought to the attention of the DSL immediately.</i>

Signed:

Date:

For DSL only  
Action taken:

Signed:

Date: