

# READ SCHOOL SAFEGUARDING POLICY

Read School is fully committed to safeguarding children and young people

## IMPORTANT CONTACT NUMBERS - internal and external agencies

### In school contacts:

#### **Designated Senior Person (DSL) for Child Protection:**

Kathryn Patrick (Head of Inclusive Learning, Member of the School's Leadership Team) 01757 618248

#### **Designated Lead Practitioner (DLP) (EYFS, Pre-school, Pre-Prep School):**

Anita Watson (Designated Lead Practitioner for EYFS, Pre-school and Pre-prep School) - 01757 618248

#### **Other Designated Persons who will act in the absence of the above:**

Denise Sheavyn (DDSL) for Child Protection 01757 - 618248 or 01757 618033

*If the above are for any reason not available then:*

Contact any other member of Senior Staff 01757 618248

#### **School Governor responsible for safeguarding:**

Governor responsible for safeguarding: Trevor Evans 07772 266986 or 01430 873229

#### **Overall Responsibility for E-Safety**

David Gisbourne (Head of ICT) Charlie Smith (ICT Technician)

### External Agencies contacts:

#### **North Yorkshire County Council Children and Young People's Service:**

If you have concerns about a child you wish to refer, or discuss, please use the following contacts:

Monday to Friday (8.30 am – 6.00 pm)	CCST Customer Contact Screening Team
Saturday (9.00 am – 12.00 noon)	Customer Services Centre
	County Hall
	East Block
	Northallerton
	DL7 8AH
Telephone:	01609 780780

The above number puts you through to a central switchboard for Children's Services. You then explain that you have a child protection concern about a child. (For advice please ask to speak with an Assistant Team Manager in the Customer Services Centre).

Emergency Duty Team (out of hours)	01609 780780
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Central Database	01609 536462
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#### **Ringling for advice before making a referral (local)**

Pat Sculley	Telephone: 01609 536823
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Area Prevention Manager

Selby Integrated Services Team

Selby North Children's Centre

Flaxley Road

Selby

North Yorkshire

YO8 4DL

**Safeguarding Education LADO (Allegations against staff or volunteers)**

Susan Crawford Telephone: 01609 532152  
Education Child Protection and Safeguarding Manager Mobile: 07813 005161

Rosemary Cannell Telephone: 01609 534974  
Education Child Protection and Safeguarding Manager Mobile: 07715 540723

**North Yorkshire Children Missing from Education and Attendance Team**

Julie Hodges Telephone: 01609 532477

**North Yorkshire Police Authority - Protecting Vulnerable Persons' Unit**

Dial 101 and then ask to be put through to North Yorkshire PVPU (Police Vulnerable Persons Unit).

**North Yorkshire Police Prevent Team**

01609 533487  
[prevent@northyorkshire.pnn.police.uk](mailto:prevent@northyorkshire.pnn.police.uk)

**DfE dedicated non-emergency helpline for staff and governors for advice about extremism**

020 7340 7264

Further information about extremism can also be found on the government website:

[Counter-extremism@education.gsi.gov.uk](mailto:Counter-extremism@education.gsi.gov.uk)

**NSPCC Whistleblowing Advice Line**

Telephone: 0800 028 0285  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Forced Marriage Unit**

Telephone: 020 7008 0151  
Email: [fmufco.gov.uk](mailto:fmufco.gov.uk)

**Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:**

East Yorkshire	01482 393939
York	01904 554141
Doncaster	01302 736000
Wakefield	01924 201688

# READ SCHOOL SAFEGUARDING POLICY

## 1. SAFEGUARDING GUIDELINES

This policy has been produced having regard to DfE Guidance:

Keeping Children Safe in Education (September 2016)  
Working Together to Safeguard Children (March 2015)  
Prevent Duty Guidance: for England and Wales (July 2015)

The Head has overall responsibility for safeguarding, child protection and welfare issues. Under the Children Act the Head of a school has the right “to do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare”.

It is incumbent upon every member of staff to be fully aware of the Safeguarding and Child Protection Policies set out below

## 2. SAFEGUARDING POLICY (including CHILD PROTECTION)

### 2.1 Purpose of this Policy

The purpose of Read School’s Safeguarding Children Policy is to ensure that procedures are in place so that every child who is a pupil at the school is safe and protected. The policy gives clear direction to staff, parents and our regular visitors about how concerns are managed. This policy covers all pupils in the school, including boarding pupils.

### 2.2 Introduction

Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.

The school fully recognises the contribution it can make in protecting children from harm as well as supporting and promoting the welfare of all children who are registered pupils at our school. The key elements of our policy are *prevention, protection and support*.

The Children Acts 1989 and 2004 state that a child is anyone who has not yet reached their 18th birthday. The use of the word *child* or *children* in the policy refers to *any pupil* at the school, including those who are 18 or over.

The policy applies to all staff, parents, governors, visitors and pupils. This policy applies to all constituents of the school namely the Senior School, Prep School, Pre- Prep School and the Early Years Foundation Stage.

### 2.3 Ethos

The school promotes an ethos where pupils feel secure, are encouraged to talk and are listened to.

It is important that children at the school feel able to talk freely to any member of staff or regular visitor if they are worried or concerned about something. In order for this to be possible, all staff will, through induction and regular training, know how to recognise concerns about a child and know how to manage a disclosure made by a child. We will not make promises to a child we cannot keep and we will not keep secrets.

If a child makes a disclosure they will be told, by the adult they have chosen to talk to or by the Designated Persons for Child Protection, what will happen next. Every adult is required to work within the terms of the school's Safeguarding Policy and other associated policies.

Safeguarding, of course, extends beyond matters of protection of children from sexual, physical or emotional abuse or from neglect to include matters of anti-bullying, physical intervention, homophobia, racism, gender, intimate care and internet safety. It also extends to procedures employed in the recruitment of all staff. The staff must be fully cognisant of the school's policies in these areas, attend relevant training and conference meetings called in school and to promote the school's policies and ethos.

Additionally, safeguarding matters will be addressed in activities and opportunities in the PSHCE curriculum, the ICT curriculum and by Form Tutors. This will enable our children to develop the skills they need to recognise abuse, to develop essential life skills and to equip our children with the skills they need to stay safe.

At all times we will work to establish effective working relationships with parents and colleagues from other agencies.

## **2.4 Policy statement on safeguarding children**

The school is committed to the Safeguarding of Children.

The Read School recognises that all children have a right to be kept safe and protected from abuse. Read School takes seriously its responsibility to protect and safeguard the welfare of children and young people.

We will:

- ensure we practise safer recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of safeguarding and child protection issues and equipping children with the skills needed to keep safe
- respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents, children and staff with the opportunity to voice their concerns
- have a system for raising concerns about a young person's welfare or about possible abuse
- maintain good links with statutory child care authorities.
- support pupils who have been abused in accordance with his/her agreed child protection plan
- provide on-going training for all staff regarding matters of safeguarding and child protection
- establish a safe environment in which children can learn and develop

## **2.5 Responsibility of the nominated governor and policy review**

The role of the nominated governor for Safeguarding is to ensure that the school has an effective policy and that locally agreed procedures are in place, and that the policy and structures supporting safeguarding are reviewed annually. This review will examine how the school contributes to inter-agency working and how the policy has been effectively implemented. Any deficiencies or weaknesses in the school's safeguarding and child protection procedures will be remedied without delay.

The nominated governor is Trevor Evans.

## **2.6 Responsibilities of the Designated Senior Lead (DSL)**

The Designated Senior Lead for our school is Kathryn Patrick (Head of Inclusive Learning and Senior Member of the school staff).

Kathryn Patrick can be contacted on 01757 618248.

The welfare of children is paramount and will always be a priority for the DSL.

The role of the DSL includes:

- Consulting with staff any concerns regarding children in the school
- Referring to Children's Social Care if there are any concerns about suspected abuse or neglect
- Liaising with any other services as appropriate e.g. Channel or the Police
- Talking to parents about concerns (where appropriate)
- Attending multi-agency child protection meetings
- Contributing to a CAF, Child in Need or Child Protection Plans
- Providing support, advice and guidance to all staff and ensuring they are aware of the Safeguarding Policy
- Keeping and storing child protection records
- Seeking advice and support for staff from relevant agencies where appropriate
- Maintain and ensure that training needs are reviewed and met.

Also see Appendix 4.

### **3. CHILD PROTECTION**

The Read School adheres to child protection procedures that have been agreed locally through North Yorkshire Safeguarding Children's Board (NYSCB).

Details of these local procedures can be found at: [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

#### **3.1 Child Protection Policy Statement**

The Read School recognises that many children and young people today are the victims of neglect, physical, sexual and emotional abuse. Accordingly Read School has adopted the policy contained in this document (hereafter "the policy"). The policy sets out agreed guidelines relating to responding to allegations of abuse, including those made against staff and volunteers. Read School recognises the need to build constructive links with the child care agencies.

The policy applies to all staff and volunteers who act on behalf of the organisation and who come directly into contact with children. Every individual has a responsibility to inform the Senior Designated Person for Child Protection or other Designated Persons of concerns relating to safeguarding children. The designated person must decide if the concerns should be communicated to social services and/or the police.

#### **3.2 Definitions of abuse**

##### **Abuse**

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 each other.

**Abuse:** A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm or by failing 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 maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued in so far 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 involve 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 serious bullying (including cyber bullying) and/or causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

### **Sexual abuse**

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 penetrative (e.g. oral sex or rape) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also involve non-contact activities, such as involving children 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 also occur during pregnancy as a result of maternal substance abuse. Once a child is born it 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 or emotional harm or danger, ensure adequate supervision (including use of adequate 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.

### **Specific safeguarding issues**

All staff should be aware that issues such as bullying and cyberbullying; child missing from home; domestic violence; drugs; fabricated or induced illness; faith abuse; gangs and youth violence; gender based violence/violence against women and girls(VAWG); hate; mental health; missing children and adults; private fostering; relationship abuse; sexting and trafficking put children in danger.

Staff should discuss immediately any concerns they have that link to the issues above.

Further information can be found on TES, MindEd and NSPCC websites as well as on the NYSCB website.

### **Preventing Radicalisation (the Prevent Duty)**

We recognise that it is a key role to support children and that school may provide stability in the lives of children who may be at risk of harm. We also recognise that our children can be vulnerable and exploited by others. Staff will be alert to signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for cultural vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to attitudinal changes of pupils which may indicate they are at risk of radicalisation.

Pupils will be made aware of the dangers of radicalisation; terrorism and extremism through PSHE lessons and assemblies. All staff will complete the basic Channel training on-line course as part of their induction and periodic updates will be given in briefing and staff INSET.

The reason for all persons making a visit to the school will be recorded. Visitors will be always supervised by a member of staff if they are making a presentation. Staff will alert the DSL immediately if there are concerns about the content or materials used during any presentation.

If staff have a concern about a pupil's vulnerability to radicalisation or involvement in terrorist activity they must report the matter immediately to the DSL. The DSL will seek advice through referral to Channel or Children's Social Care.

## Forced Marriage

Forcing a person in to marriage is a crime in England and Wales. A forced marriage is one entered in to without the full and free consent of one or both parties and where violence, threats or any form of coercion is used to enter in to a marriage. Threats can be physical or emotional and psychological. A lack of free and full consent can be where a person does not consent or where they cannot consent (if they have learning difficulties for example). Nevertheless, some communities use religion and culture as a way to coerce a person in to marriage.

If there are any concerns about forced marriage regarding pupils at the school staff will immediately contact the DSL to discuss the concerns.

The Forced Marriage Unit can be contacted for advice or information on 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

## Child sexual exploitation (CSE)

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.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following may be signs of sexual exploitation:

- Children appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends and girlfriends
- Children that suffer from sexually transmitted infections or who become pregnant
- Children that 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 who do not take part in education
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Staff should report any concerns of this nature immediately to the DSL.

## Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Teachers (along with social workers and health care workers) have a **mandatory duty** to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. It will be very rare for a teacher to see visual evidence and clearly they should not be examining pupils.

If a member of staff has a concern that FGM has taken place they must phone and report the matter to the Police (on 101), without delay. This is a personal duty; the person who identifies FGM/receives the disclosure must report. A failure to report such a case will face disciplinary sanctions as it may be deemed that they are 'unfit to practise'.

Staff should also ensure that if they think a child has been a victim of FGM or is at risk of FGM they should follow Safeguarding Procedures and ensure that NYSCB is notified of their concerns. The DSL should be notified, without delay, of such concerns.

Further information about FGM can be found on the NYSCB website: [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

## Honour Based Violence (HBV)

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 Mutation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse (regardless of motivation) and should be handled and escalated as such.

If in any doubt staff should speak with the DSL immediately.

## Children Missing from Education (CME)

The school will monitor all pupil absences from school and promptly address any concerns about irregular attendance with the parent/carer. All reasonable attempts will be made to identify a pupil's whereabouts.

The school will follow protocols on CME set out by North Yorkshire's Children Missing Education guidance September 2016.

The school will make a weekly return to the NYCME team of all in year non-standard transitions of leavers and admissions. This will include nil returns.

A referral will be immediately to the Children Missing Education Co-ordinator when:

- There has been 10 days of unauthorised absence
- No response by the parent/carer to enquiries
- A destination school is not known
- When there are welfare concerns regarding the child.

NY Children Missing Education Co-ordinator contact : Julie Hodges      01609 532477  
[Julie.hodges@northyorks.gov.uk](mailto:Julie.hodges@northyorks.gov.uk)

*See also the Attendance & CME Policy*

## Children with Special Educational Needs and Disabilities

Staff should be aware of the particular vulnerabilities of young people with Special Educational Needs and Disability. They should be mindful of:

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

## Domestic Violence

The school is part of NYSCB and NY Police operation encompass. This scheme means that the DSL will be informed by the Police if they have attended an incident of Domestic Violence at a pupil's home the previous evening. This will allow the school to help support the child and also monitor the child's welfare.

Any staff who have concerns about pupils being witness to or exposed to Domestic Violence should pass on their concerns to the DSL.

### **3.3 Responsibilities of the staff team**

All staff have a duty to be aware of the school's safeguarding policy and procedures. It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of children must be recorded and discussed with the DSL prior to any discussions with parents.

Staff should immediately report any of the following concerns to the DSL or other member of the safeguarding team:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviour which gives rise to suspicions that a child may have suffered harm eg. significant changes in behaviour, worrying drawings or play
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes to the child's presentation or non-attendance
- Any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosure of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- Any concerns regarding person(s) who may pose a risk to children (eg. living in a household where children are present) or working at our school, including:
  - Failure of staff to follow set policies and procedures including the Staff Code of Conduct and guidance on Safer Working Practice
  - Inappropriate conduct eg. Inappropriate sexual comments and behaviours
  - Excessive one-to-one attention beyond requirements of their usual role and responsibilities
  - Taking or sharing child abuse images

If abuse or neglect is suspected the DSL should be informed **immediately**.

If the DSL is not available another designated person should be informed immediately. Other Designated Denise Sheavyn. The Designated Lead Person (DLP) for the EYFS is Anita Watson.

If no Designated Persons are available a member of the Senior Staff should be told immediately.

#### **4. PROCEDURE**

Once a concern is raised the DSL (or person acting) will consider:

- Any urgent medical needs
- Whether to make an enquiry to the Central Database to establish if the child is or has been the subject of a Child Protection Plan
- Seeking advice from the Early Interventions Manager (see contacts)
- Discussing the matter with other agencies involved with the family
- Consulting with appropriate persons e.g. Health Visitor, Children's Social Care
- The child's wishes and any fears or concerns she/he may have

The DSL must then decide:

- Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- Whether to make a child protection referral to children's social care because a child is suffering or likely to suffer significant harm and if this needs to be undertaken immediately (including when the child is already an open case with Children's Social Care ( eg. a looked after child)

**or**

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

All information and actions taken, including reasons for any decisions made, will be documented. Parental consent is not required to make a referral to outside agencies. In cases where the setting

disagrees with the decisions by others then we will follow NYSCB procedures (15.4 Resolution of Professional Disagreements) in order to ensure children are safeguarded.

In the event of a child making a disclosure, staff should not investigate but should wherever possible, elicit enough information to pass to the DSL in order that an informed decision of what to do next can be made.

**Staff should:**

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

Where staff are concerned that the DSL or other responsible person may not be taking concerns sufficiently seriously or not taking appropriate action they should either contact the Early Intervention Manager, the Children's Centre Manager, Children's Social Care or the police directly. They should also inform Ofsted. Where there is a concern about a person working with children, they should contact the LADO directly.

After the DSL has contacted children's social care with a referral a decision will be made by them as to whether the child is a Child in Need or a Child at Risk and should report back to the DSL as to the next steps they will take.

If the referral is categorised as a Child in Need children's social care will make a plan to support the child and the family.

If the referral is a categorised as a Child at Risk the police may be involved if it is suspected that a crime may have been committed. Children's social care and the police will make a decision whether to respond immediately/ in 24 hours or within 1 working day.

It assumed that all staff and volunteers will follow the procedures set out in this document. However **any member of staff or volunteer** can report concerns directly to Children's Social Care.

#### **4.1 Inter-pupil concerns (peer on peer abuse)**

This policy also covers instances where there is suspicion of abuse by one or more pupils against another pupil (peer on peer abuse). This is most likely to include, but may not be limited to, bullying (including cyber-bullying), gender based violence/sexual assaults and sexting. Any peer to peer abuse should not be tolerated or passed off as 'banter'.

Any concerns should be reported to the designated person as set out above.

All concerns regarding inter-pupil concerns will be investigated fully, including sexting and on-line issues. This will include sexting and on-line issues that the school becomes aware of even if the issue has arisen off the school premises.

After investigation careful consideration will be given to any outcomes dependent on each individual case. In almost all cases parents will be informed and pupils counselled about the dangers of issues such as sexting. Emotional support is also available in school through our independent counselling service and the pastoral team. Internal sanctions may be issued and a record will be kept of such issues. The police may also be informed.

If there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm from other pupils or young people, such abuse will be referred to the local Children's Social Care agencies outlined in this policy.

#### **4.2 Early Intervention and advice**

In order to keep children safe, high thresholds regarding concerns are not imposed before making a referral. It is therefore possible for the Designated Person to seek advice before making a formal referral from the Early Intervention Manager based at Selby Children's Centre.

#### **4.3 Reporting arrangements following disclosure or concern**

The school will ensure that any disclosure or suspicion of abuse will be referred to Children's Social Care Services within 24 hours.

For children who have not suffered serious harm or who are not at risk of serious harm it might be deemed, following advice, that additional support is put in place using inter-agency assessments and local processes.

### **5. RECORD KEEPING and INFORMATION SHARING**

Written records of any concerns will be kept, even when it is not appropriate to make an immediate referral and these will be passed to the DSL who will collate and review these records. Concerns should be recorded on the green form designed for this purpose.

A record will be kept of key contacts/meetings with parents/carers and other agencies/professionals. These should be dated and timed and include a summary of discussions, decisions made, reasons for these and any agreed actions.

The school will aim to work in partnership with parents and share with them any intention we have of involving other agencies such as Children's Social Care. However if we feel that sharing these concerns with parents might place a child at risk of harm then we will not inform them before contacting other agencies. A child's safety and welfare must always be the overriding consideration.

Child protection documents are stored in a file separate from the child's main file. They are locked away and only accessible by the DSL or DLP (Anita Watson in the EYFS setting). If the documents relate to the DSL or DLP they will be kept by the Governor responsible for Safeguarding. Information regarding child protection concerns will be shared with other staff on a need to know basis only.

Records regarding child protection will be copied and transferred to any school or setting the child moves to. These records will be clearly marked 'Child Protection, Confidential', for the attention of the *Designated Lead Practitioner for Child Protection (Early Years) or Designated Senior Person (Schools)*. Records concerning Child Protection will be kept until the child's 25<sup>th</sup> birthday.

These records may be shared with parents unless they are of a nature that would make them exempt from the Data Protection Act. The main exemptions when information may be withheld relate to:

- Information which might cause serious harm to the physical or mental health of the pupil or another individual
- Disclosure where a child is at risk of abuse

Records relating to other welfare concerns will also be kept separate from the child's main file and again the information will only be shared with others on a need to know basis.

The school will cooperate fully and readily share information with other agencies regarding Child Protection and Safeguarding issues.

## **6. TRAINING and SUPPORT**

Designated Persons will receive appropriate and quality training in Child Protection and Inter-Agency working every two years.

All staff will receive regular training about Safeguarding and Child Protection and will be updated regularly during Staff INSET; staff meetings and briefing sessions.

All newly appointed staff will be made aware of the school's safeguarding and child protection procedures as part of their induction and will be provided with a copy of Part 1 of *Keeping Children Safe in Education September 2016; Safeguarding and Child Protection Policy and the Staff Code of Conduct, Guidance for Safer Recruiting Practice October 2015, What to do if you're worried a child is being abused March 2015* and be expected to read them and understand them. As part of the induction process new staff will have the opportunity to talk through the Safeguarding and Child Protection Procedures. Staff will be regularly reminded of the procedures during INSET and staff meetings.

Staff who work directly with children are expected to have read Annexe A of Keeping Children Safe in Education September 2016. Staff will be provided with updated copies of KCSIE as they arise and are amended by the DFE.

Senior pupils with positions of responsibility that bring them into contact with younger pupils will receive Child Protection training appropriate to their age and station.

The School's Governors will be made aware of the arrangements for welfare, safeguarding and child protection on a regular basis. Discussion of Safeguarding matters will be a standing agenda item on the Governor's Safety, Health and Education Committee agenda and on the Pastoral Leaders' agendas.

Issues regarding safeguarding, child protection and safe working practice will be periodically reviewed in staff meetings as necessary and when appropriate (for example when new serious case reviews become available).

Staff who deal with possible abuse or neglect will often find the situation very upsetting and stressful. Emotional support and guidance is available through the school from within the school staff team and also externally. The Senior Designated Person will make arrangements for this support as necessary.

## **7. STAFF CODE of CONDUCT**

All staff are expected to follow the guidance given within the Staff Code of Conduct that is available on the school intranet, on the staff room notice board and given to all new staff as part of the induction process and when updated following changes in legislation.

In brief, staff should always act in a way that protects children's welfare and avoid any conduct which would lead any reasonable person to question their motivations and intentions.

## **8. INTIMATE CARE**

On the rare occasions that pupils in school require intimate care, following an accident or injury, for example, such care will be provided only by the Medical Centre Supervisor or other specifically trained member of staff and with the express consent of the pupil.

## **9. ALLEGATIONS REGARDING STAFF OR PERSONS WORKING ON BEHALF OF THE SCHOOL (including staff employed by the school, supply staff, contractors, volunteers, student teachers, exchange students)**

1. Where an allegation is made against any person working in or on behalf of the school that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- has behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

the school will apply the same principles as in the rest of this document and follow the procedures set out by North Yorkshire Safeguarding Children Board for managing allegations against staff and volunteers.

2. The school takes allegations against staff and volunteers seriously. The North Yorkshire Safeguarding Children Board arrangements for managing allegations against staff or volunteers will be followed. In all such cases Children's Social Care Services and/or the police will be contacted.

3. Detailed records will be made to include decisions, actions taken and the reasons for these.

4. Details of any allegation which has not resulted in a referral will be kept securely by the Headmaster.

### **Initial Actions:**

- The person who has received the allegation or witnessed an event must make a record
- The Head must be informed of any allegation against a member of staff or volunteer
- If the allegation is made against the Head the matter will be reported to the Chair of Governors who will proceed as the 'Head' (with the assistance of the nominated Governor for Safeguarding)
- The Head, in liaison with a Designated Person, will take steps to secure the safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The Head will consult with the Education LADO (see contact list) within one working day to see if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation. The LADO may call for a consultation meeting with the Head. The Head will follow the advice of the LADO on how to proceed
- The Head may need to clarify any information regarding the allegation; however no person will be interviewed at this stage
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- If an allegation is made against a member of residential staff alternative accommodation may need to be arranged away from children. If the allegation results in the suspension of a residential member of staff they will be asked to make alternative arrangements for accommodation away from the school
- The Head will inform the Chair of Governors of any allegations

In addition:

Restrictions exist regarding the reporting and publishing of allegations against teachers and the school 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/NCTL publish information about an investigation or decision in a disciplinary case.

If the allegation is substantiated and the person is dismissed or the school ceases to use the person's services, or the person resigns, the LADO should discuss with the Head whether a referral to the Disclosure and Barring Service (DBS) for consideration of inclusion on the barred lists, and/or to a professional body is required. For teachers the professional body is the National College for Teaching Leadership (NCTL).

Ofsted will also be informed of any allegations of serious harm or abuse by any person living, working, or looking after children on the school premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse that has taken place on the premises, and of action taken in respect of these allegations. Ofsted will be informed as soon as reasonably practicable, but at least within 14 days.

In all cases a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved. A note of any action taken and the decision reached will be kept on the confidential personnel file of the individual concerned and a copy of this will be provided to the individual if requested.

## **10. WHISTLE BLOWING**

All employees are encouraged to raise with the Head any concerns they may have about the School's practices or the behaviour of colleagues, which may put pupils at risk of abuse or serious harm. The School provides immunity from retribution and disciplinary action to employees who report any such concerns in good faith. Any concerns regarding the behaviour of the Head should be raised with the Deputy Head or one of the designated persons who will refer it immediately to the Chair of Governors and the Governor responsible for Safeguarding, Trevor Evans. Staff may make contact directly with the Chair of Governors or Trevor Evans if they feel it inappropriate to discuss matters with those aforementioned.

Where there are allegations of criminal activity the LADO will always be informed, and advice taken, before the school undertakes any investigation of its own.

Under the Public Interest Disclosure Act 1998 a member of staff is entitled to raise a concern directly with an external body where circumstances justify it.

If a member of staff is not satisfied with the way the school or the DSL is handling safeguarding or child protection issues they may seek advice from the NSPCC Whistleblowing Advice Line:

NSPCC Whistleblowing Advice Line: 0800 028 0285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **11. PUPIL WELFARE (General)**

Pupils are registered at the beginning of morning school and the beginning of afternoon school. The school secretary will telephone the parents of any day pupils who are not in registration and whose absence is not accounted for. Members of staff must check up on any pupil who is not in their lesson. This can be done by logging in to Engage and checking the register or by contacting reception.

Roll calls for boarder pupils are held at breakfast and at the evening meal. Where the above checks and an immediate search of the premises reveal that a pupil is missing, this is to be reported immediately to the Housemaster/mistress, who will determine what steps should be taken.

Staff may record general welfare concerns (non-child protection) on the blue forms found in the staffroom. These should be completed and passed to the DSL. Concerns will be investigated and discussed with the relevant pastoral staff. Support will be put in place as necessary and concerns monitored.

A meeting of the Pastoral Leaders will take place on a fortnightly basis. Safeguarding is a standing item on the agenda of this meeting.

## **12. HEALTH & SAFETY ISSUES**

The Bursar is responsible for the School's Health and Safety policy. Risk assessments are carried out as necessary. Pupils' attention is drawn to specific hazards within the grounds and during specific lessons

and activities as necessary. Fire practices are held each term for the school and the Boarding Houses. The Bursar monitors risk assessments and accident reports. The Health and Safety Policy Documents are found in the appropriate folder on the intranet.

### **13. REWARDS and SANCTIONS**

The use of rewards and sanctions will be in accordance with the School policy. The Head is responsible for ensuring that rewards and sanctions are consistent with the School's policy and that there are no significant discrepancies between individual staff. Sixth Form pupils are not allowed to issue sanctions.

Corporal punishment will not be used under any circumstances.

### **14. REFERENCE TO OTHER SCHOOL POLICIES**

The Read School recognises that a number of other policies and procedures developed and operated by the school form part of the wider agenda of safeguarding and promoting children's welfare.

Cross reference to other school policies:

This policy document should be read in conjunction with other policies that form part of the wider agenda for safeguarding and promoting the welfare of children. For example:

- Anti-bullying Policy
- Attendance & CME Policy
- Health and Safety Policy
- Procedures for school visits and excursions
- Safe Recruitment (Appendix 1)
- Code of conduct for staff (Appendix 3)
- Security of Buildings, the Boarding Houses and Campus
- Access to the school site by adults
- Confidentiality Policy
- Policy on the use of ICT, Mobile Phones and other Electronic Devices (on Intranet in Pastoral Folder)
- Equal Opportunities Policy

**Mark Voisey**  
**Acting Head**  
**January 2018**

**Peter Watt**  
**Chair of Governors**  
**January 2018**

**Next annual review due before end November 2018**

## **SAFE RECRUITMENT POLICY**

The Read School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school practises safer recruitment procedures as set out below.

### **Advertising of posts**

All adverts and information given to prospective candidates contain a statement regarding the school's commitment to safeguarding children.

### **Application for posts**

Applicants will be provided with relevant information regarding the post and a job description.

All applicants will fill in a standard application form that requires them to detail their qualifications and past experience. Applicants are expected to provide details of two referees.

Applicants will also be expected to complete a Rehabilitation of Offenders Act Form and Equal Opportunities in Employment Form, returning these with their application.

Applications should be supported by a covering letter.

### **Sorting of applications**

A nominated group of staff (depending on the position to be filled) will sort through the applications and together draw up a short list of applicants to be interviewed. At least one person in the group will have had specific safer recruitment training.

Applicants for posts will be assessed to determine whether they are undertaking regulated activity.

Gaps in information regarding a candidates' employment history will be checked at interview.

### **References**

The qualifications and career histories of all staff will be scrutinised prior to confirmation of their appointment. At least two references will be required, one of them from the previous employer.

References for short-listed candidates will be taken up, wherever possible, before interview. References will ask referees to make declarations about the suitability of the candidate to work with children.

References not forthcoming will be chased as a matter of urgency.

### **Interviews**

The interview procedure may vary depending on the appointment to be made but will usually involve a tour of the school, informal meetings with key people and a formal panel interview. Interviews will explore the candidates' awareness of safeguarding as well as their competence for the position applied for. Teaching staff can expect to teach an observed lesson and there may also be specific tasks set depending on the position applied for.

## Checking and vetting

The following checks will be conducted on arrival at interview:

- the person's identity
- the person's right to work in the United Kingdom
- where appropriate verification of the person's qualifications

Following the offer of a post:

- All members of staff, teaching staff, Governors and non-teaching staff, who have substantial unsupervised access to either pupils or boarding accommodation, are subject to formal check through the Disclosure and Barring Service (DBS). Their appointment is subject to receipt of a satisfactory check. Where it is necessary for the smooth running of the School for a member of staff to take up their appointment prior to the completion of such a check, suitable arrangements for the supervision of that member of staff will be put in place. In any case staff will not be allowed to start work until the Barred List part of the DBS checking process has been satisfactorily received.
- The Chair of Governors is subject to a wider series of checks conducted by the Secretary of State for Education
- Candidates who come from the European Economic Area (EEA) will be subject to an EEA check to establish whether any sanctions have been imposed by another EEA professional regulating authority for teachers
- In the case of the employment of staff from countries outside the EEA, every effort will be made to check their background and this will, if possible, include a police check

No person will be employed or permitted to live or work on School premises if recruitment checks disclose that they have been convicted of any offence, including any spent offence, indicating that they may be unsuitable either to work, or to have regular contact, with children. This includes staff employed by the school, supply staff, volunteers, student teachers and exchange students. No person will be employed if they appear on the Barred List.

- those offered a position will be expected to confirm their medical fitness by completing the school's medical questionnaire
- those appointed to a teaching position will be checked to ensure that they are not subject to a Prohibition Order issued by the Secretary of State for Education and they will also be expected to complete a Staff Disqualification Declaration Form. Through the DBS checking system a check will also occur regarding the prohibition from management (a s.128 direction)

A checklist of action taken to ensure the safer recruitment of staff will be attached to the files of all newly appointed staff. Responsibility for ensuring that these checks have been undertaken lies with the person making the appointment, usually the Head or the Bursar.

The School will take all reasonable steps to gain assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation who work with Read pupils.

The School will inform the DBS of any person leaving the School whose services are no longer used because he or she is considered unsuitable to work with children.

A central register of appointments and the checks undertaken prior to appointment is kept by the Headmaster's PA.

**Chrissie Palmer**  
**December 2017**

**Review: September 2018**

**Appendix 2**

**READ SCHOOL  
WELFARE & INCLUSION**

**CHILD PROTECTION RECORD OF CONCERN**

**Name of pupil:**

**Age:**

**Form:**

**Please see guidance sheet at the end of this form**

**What have you observed and when?**

**What have you been told and when?** (Write here anything you have been told by the pupil or any other person. Be clear who said what.)

**What have you heard and when?** (This may be third part information that is relevant and as yet unsubstantiated)

**If an allegation has been made give any details you have about the alleged abuser:**

**Does the pupil have any sign of visible injury?**

**Yes            No**

**Brief description** (please record the position of any observed injury on the attached body map. Try and estimate the size and describe the colour of any bruising but **do not** actually measure, **do not** photograph)

**If yes, has medical advice been sought?**

**Has any action already been taken in relation to this concern?** (For example pupil taken out of class, First Aid administered etc)



## **Child Protection Concern Form - guidance**

### **What is a cause for concern?**

- Injuries/marks
- Attendance
- Changes eg. mood/academic functioning/relationship with adults or peers
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to PE/sport
- Family circumstances
- Parental behaviour/care of child/behaviour of other family members

Record any disclosures/accounts from a child or others including any questions asked (Do not destroy original notes)

Record all concerns, discussions, decisions, actions taken (dated, times and signed). Record any arrangements for monitoring and review.

Further advice on recognising the signs of abuse can be found on the NSPCC website at [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Mark Voisey**  
**Acting Head**

**January 2018**

## Appendix 3

# STAFF CODE of CONDUCT and BEHAVIOUR POLICY

### 1. Introduction

The school is required to set out a Code of Conduct for all school employees.

Staff should be aware that a failure to comply with the following code of conduct could result in disciplinary action including dismissal.

### 2. Purpose

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils within the school.

The code applies to all staff who are employed by the school, including the Head.

### 3. Setting an example

All staff who work in the school set examples of behaviour and conduct which can be copied by pupils. All staff must therefore demonstrate high standards of conduct in order to encourage our pupils to do the same.

All staff must be aware of health and safety and must at all times act and take reasonable steps to protect people from harm. Staff are to take health and safety matters very seriously and at all times must take all reasonable steps to ensure health, safety and welfare of pupils when supervising them.

Staff should also encourage pupils to consider their own health, safety and welfare at all times. This includes educating them about the risks that exist when using the internet and the mechanisms that exist if a child wants to raise a concern or seek support.

All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This code helps staff to understand what behaviour is and is not acceptable.

### 4. Safeguarding pupils

Staff have a duty to safeguard pupils and promote their welfare at all times.

Staff must have read and understood the DfE document *Keeping Children Safe in Education September 2016*, the school's Safeguarding and Child Protection Policy and Whistleblowing Procedures.

Staff also have a duty to have regard to preventing people being drawn in to terrorism (Counter Terrorism and Security Act 2015)

Since October 2015 Teachers have a **mandatory duty** to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. If a member of staff has a concern that FGM has taken place they must phone and report the matter to the Police (on 101), without delay. This is a personal duty; the person who identifies FGM/receives the disclosure must report. A failure to report such a case will face disciplinary sanctions as it may be deemed that they are 'unfit to practise'.

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Senior Person (DSP) for child protection and to follow procedures as set out in the school's Safeguarding and Child Protection Procedures.

All staff at the school are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including by 'association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent convictions for relevant offences. The 'by association' requirement also applies if you live in the same household as or someone employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The school takes its responsibilities to safeguard children seriously and any member of staff who is aware of anything that may affect his/her suitability to work with children must notify the Head or Deputy Head immediately. This includes notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/She must inform the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must, at all times, take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

## **5. Pupil Development**

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

## **6. Honesty and integrity**

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

## **7. Communication with Pupils (including the use of Social Media)**

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to contact a pupil by telephone, they should use one of the school's telephones and email using the school system.

The group leader on all trips and visits involving an overnight stay should take a school mobile phone with her/him and may ask the pupils for their mobile phone numbers before letting them out in small groups, unsupervised groups. The school mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupil numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers they may have acquired during the trip.

Staff should be aware of the potential risk to their professional reputation of comments or images that appear on social networking sites such as Facebook and Twitter.

Staff should not use school equipment or the school internet connection to update personal social media websites.

Staff should not have pupils as friends on social networking sites.

Staff should use strong passwords and apply security settings so that all aspects of a personal profile are secure.

Staff should not post anything on a social networking site about the school community, including about incidents, pupils, colleagues, parents or governors.

Staff are expected to uphold dignity on public social media sites, which includes the use of language, profile name and content including photos. They should think of this in respect of being a role model. Staff should not use inappropriate comments in relation to gender, race, disability, age, religion or sexual orientation.

Images of pupils taken during school time or educational visits must never be posted.

Images of work colleagues should not be posted without their permission.

## **8. Conduct outside work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

Staff need to be mindful of their behaviour in social situations and cautious about their comments and expression of views that may contradict the values of the school or the expected professionalism of their status. Staff need to be mindful about alcohol consumption and be aware that poor behaviour as a result of excessive alcohol consumption may damage their or the school's reputation.

In particular, criminal offences that involve violence, possession or use of drugs or sexual misconduct will be regarded as unacceptable.

## **9. Confidentiality**

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out a problem and they will not tell anyone who does not have a clear need to know. Staff should inform the pupil who it is they will speak to in order to pass on the information and solve the problem.

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. These things need to be reported and dealt with through the appropriate school procedure. They should not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

Staff have an obligation to share with the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they have been told by a pupil if their safety or welfare are at risk.

Staff will work cooperatively and openly with outside agencies in order to ensure the proper development of a child or to protect the child from risk of harm.

## **10. Professional relations with pupils**

Staff will at all times behave in a mature, respectful, safe, fair and considered manner.

Staff will not be sarcastic and not make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.

Staff will not embarrass or humiliate pupils.

Staff will not behave in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other peoples' children.

Staff will not make arrangements to contact, communicate or meet with pupils outside of work.

Staff will not discriminate favourably or unfavourably towards any pupil. All pupils will be treated equally - never building special relationships or conferring favour on particular pupils.

Staff will not give or receive gifts (other than token gifts) unless arranged through the school.

Staff should protect themselves and pupils by avoiding being alone with them. If it is unavoidable to do so staff should try and ensure that they can be seen by others or that another person is notified of the situation.

Non-resident staff should not ordinarily enter the residential areas of boarding houses unless they have a specific reason to do so, for example if on duty. Staff who wish to enter the residential areas of a boarding house at other times should have good reason to do so and have the permission of the duty resident staff. Staff should always respect the dignity and privacy of pupils, for example, knocking on doors before entering rooms.

## **11. Physical contact with pupils**

Staff will not touch pupils except for professional reasons when it is necessary and appropriate for the pupil's well-being or safety. Staff should use their professional judgement at all times. Staff should not have unnecessary physical contact and should be alert to the fact that minor forms of friendly contact can be misconstrued by pupils and onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSP informed, and if appropriate, a copy placed in the pupils file.

During physical education where exercises and procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible contact should be avoided.

It is acknowledged that some staff, for example, those who teach games and PE, or those that offer musical tuition will on occasions have to initiate physical contact with pupils in order to support a pupil so as they can perform the task safely, to demonstrate a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement and contact of this nature should be for the minimum time necessary to complete the activity. Staff should be sensitive to any discomfort expressed verbally or non-verbally by the child.

Physical restraint - Staff should be familiar with the guidelines set out in the school's Behaviour and Discipline Policy. In brief, physical restraint is only permissible when a child is in imminent danger of inflicting harm on himself/herself or another, and then only as a last resort when all efforts to de-fuse the situation have failed. Another member of staff should, if possible, be available to act as a witness. All incidents of physical restraint should be recorded in writing and reported immediately to the DSP and the Head and they will decide what to do next. Where

this relates to the school's EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practical.

Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

## **12. Transporting pupils**

Staff may transport pupils by car but only if the appropriate insurance is in place. Pupils should not be transported alone unless under exceptional circumstances and ideally another adult should be present to act as an escort.

Pupils should sit in the rear of the vehicle unless numbers are such that the front seat also needs to be filled.

Staff should always inform a senior member of staff that they are transporting pupils in their own car stating the reasons why this is necessary.

## **13. Equal treatment**

We are committed to equal treatment of pupils regardless of sex, sexuality, gender identity, race, caste, disability, religion or belief.

We aim to create a friendly, caring and inclusive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Our staff undertake regular consultation activities with our pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times.

## **14. Bullying**

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils, staff and parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. A bullying incident will be treated as a child protection issue where there is concern or possible concern that a child is suffering or likely to suffer significant harm. In this case, child protection procedures must be followed.

Any kind of bullying including cyber-bullying is unacceptable and the school keeps records of incidents.

Staff should be familiar with the school's Anti-bullying Policy.

## **15. Complaints**

Copies of the school's complaints procedure can be sent to any parent on request.

Any complaint arising from the implementation of this policy will be considered under the school's complaints procedure.

## **16. Daily Conduct Requirements for staff**

### **Attendance and time keeping**

Staff are expected to be punctual for all lessons, meetings, briefings and appointments.

If for any reason a staff member needs to be absent or expects to be late for any reason they should inform the Deputy Head as far in advance as is possible.

### **Smoking**

To promote a healthy and pleasant environment and because of the risk of fire, smoking (in any form including e-cigarettes) is not allowed on site. Resident staff or family members of staff who are smokers may do so in the confines of their private accommodation but must inform the Bursar that they are smokers.

### **Alcohol and illegal drugs**

Consumption of illegal drugs is not permitted on site and any staff member in breach of this will be committing an act of gross misconduct and it will be treated as such under the staff disciplinary procedures. This includes consumption in the private accommodation of resident staff.

In the case of alcohol, consumption is not permitted on site unless attending a school function or other as agreed with the Head, when modest amounts of alcohol may be consumed. In such cases employees' conduct and performance must not be adversely impacted by alcohol.

Staff residing on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

### **Medication**

Staff are expected to inform the Head of any illness or personal medication that may adversely affect their ability to care for children. If staff are unsure they should seek medical advice to confirm their suitability to care for children.

Personal medication belonging to staff should be securely stored whilst they are on the school premises and staff must ensure it is not accessible to children.

### **Security**

Staff must not remove any documents from the school site nor take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers, and vehicles etc. of members of staff whilst on site. A staff member may have a colleague in attendance on such (rare) occasions.

Staff should ensure that they leave their working areas safe and secure at the end of the working day. This includes closing and locking doors as necessary. Staff should not leave valuable personal belongings in view or in school after working hours.

### **Personal appearance**

The school regularly receives visits from parents, potential parents and others and naturally wishes to convey an impression of efficiency and organisation. Staff are required to look smart in appearance and should follow the dress guidance set out in the Staff Handbook.

### **Use of mobile phones and cameras.**

Photographs of children will only be taken with parent's permission (provided in writing via consent in the registration form and contract)

Photographs will only be taken by a designated staff member, using school equipment. Press photographers will always be supervised if taking photographs at special events and only by invitation.

Where photographs are taken by staff to give evidence of children's progress this must only be done on school cameras. They must then be downloaded on to school computers where they can be monitored. Photos for this purpose cannot be used or passed on outside the school unless they are to be used as evidence for examinations in which case they will be sent to the appropriate examining board.

Cameras and mobile phones are not allowed in the Pre-school and Pre-prep school. Neither staff nor children may use their mobile phones to take photographs of children within this EYFS setting and up to Year 2 in our school.

## **17. Whistle Blowing**

All employees are encouraged to raise with the Head any concerns they may have about the School's practices or the behaviour of colleagues, which may put pupils at risk of abuse or serious harm. The School provides immunity from retribution and disciplinary action to employees who report any such concerns in good faith. Any concerns regarding the behaviour of the Head should be raised with the Deputy Head or one of the designated persons who will refer it immediately to the Chair of Governors and the Governor responsible for Safeguarding, Trevor Evans. Staff may make contact directly with the Chair of Governors or Trevor Evans if they feel it inappropriate to discuss matters with those aforementioned.

Where there are allegations of criminal activity the LADO will always be informed, and advice taken, before the school undertakes any investigation of its own.

Under the Public Interest Disclosure Act 1998 a member of staff is entitled to raise a concern directly with an external body where circumstances justify it.

If a member of staff is not satisfied with the way the school or the DSP is handling safeguarding or child protection issues they may seek advice from the NSPCC Whistleblowing Advice Line:

NSPCC Whistleblowing Advice Line: 0800 028 0285

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Chrissie Palmer**

**December 2017**

**Review September 2018**

## **Appendix 4**

### **Duties and responsibilities of the Senior Designated Person for Child Protection**

Kathryn Patrick will take on the responsibility of the Senior Designated Person for Safeguarding and take responsibility for child protection.

The responsibilities of the Designated Senior Person are:

#### **1. Manage referrals**

Refer all cases of suspected abuse to the local authority children's social care and ensure referrals to the following are completed when necessary::

- Local Authority Lead Designated Officer for child protection all cases which concern a staff member)
- Disclosure and barring service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed)

Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

#### **2. Training**

The DSL will receive appropriate training every two years and it is the DSL's responsibility to ensure that this is kept in date.

The training must cover:

- The assessment process by providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Providing the DSL with a working knowledge of how local authorities conduct child protection case conferences and child protection review conferences and be able to attend and contribute to these effectively and when required to do so

The DSL must:

- Ensure that each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff
- Be alert to specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

#### **3. Raise awareness**

The DSL must ensure that the school's policies are known and used appropriately:

- The DSL must ensure that the school's child protection policy is reviewed annually and that the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this

- The DSL must ensure that the Safeguarding and Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- The DSL must ensure good links with North Yorkshire Safeguarding Children Board so that staff are aware of training opportunities and the latest policies on safeguarding
- The DSL must ensure that when children leave the school their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained

### **Review**

The DSL's role as Senior Designated Person for Safeguarding and Child Protection will form part of their Professional Development Review conducted by the Head on an annual basis.

**Mark Voisey**  
**Acting Head**  
**January 2018**

**Read School is fully committed to safeguarding children and young people**