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## CHILD PROTECTION (SAFEGUARDING)

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This policy relates to all sections and activities of the school and its pupils, e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs. The policy also applies to incidents involving our pupils out of school hours.

It should be read in conjunction with the following:

- Child Protection (Safeguarding) Suitability of Staff Policy
- Children Missing from Education Policy
- Confidential Reporting Whistle Blowing Policy
- Visitor/External Speakers Policy
- Staff Code of Conduct Policy
- Complaints Policy
- Behaviour Management Policy
- Anti-Bullying Policy
- Pastoral Handbook
- e-Safety Policy
- SEND Policy
- Educational Visits Policy
- Infectious Disease & Administration of Medicine Policy
- Lost/Missing Child Policy & Procedure

### PERSONNEL

#### The Designated Safeguarding Leads at the School are:

- 1 Danny Kitching**, Senior Tutor, is the Senior Designated Safeguarding Lead and DSL in the Senior School:

Email: danny.kitching@redhouseschool.co.uk  
Tel: 01642 553370

**Carole Blyth**, Deputy Head, is the Deputy DSL in the Senior School

Email: carole.blyth@redhouseschool.co.uk  
Tel: 01642 553370

- 2 Simon Haywood**, the Head of the Junior School, is the DSL in the Junior School with responsibility for EYFS:

Email: simon.haywood@redhouseschool.co.uk  
Tel: 01642 535353

**Claire Thompson**, Head of Prep, is the Deputy DSL in the Junior School.

Email: claire.thompson@redhouseschool.co.uk  
Tel: 01642 553370

The Designated Safeguarding Leads will ensure that there is always cover for their role (including for any out of hours/out of term activities) and that arrangements for cover are communicated clearly to staff.

### 1 POLICY STATEMENT

#### 1.1.1 Safeguarding and Child Protection Policy

Red House School is committed to safeguarding and promoting the welfare of children. All pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. This *Child Protection (Safeguarding) Policy* ('this Policy') forms a fundamental part of our approach to providing excellent pastoral care to *all* pupils, including young people who may be over the age of 18 years.

- 1.1.2** This policy and its implementation procedures set out the arrangements to safeguard and promote the welfare of pupils at Red House School. They have been prepared in compliance with, and with regard, to:

- The Education Acts

- *Education (Independent Schools Standards) Regulations 2014* (as amended from time to time)
- Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- The Children Act 2004
- *What to do if you are worried a Child is being Abused* March 2015
- *Working Together to Safeguard Children* July 2018 (A guide to inter-agency working to safeguard and promote the welfare of children)
- *Keeping Children Safe in Education* September 2018
- *Disqualification under the Childcare Act 2006* July 2018
- *Information Sharing: advice for practitioners providing safeguarding services* July 2018
- DBS Referrals Guidance (amended from time to time)
- *ISI Commentary on the Regulatory Requirements* September 2017
- *Teacher misconduct: regulating the teaching profession* March 2014 (and related guidance)
- Use of Reasonable Force in Schools July 2013
- *Preventing and Tackling Bullying* October 2014
- *Statutory Framework for the Early Years Foundation Stage (EYFS)* April 2017
- *Prevent Duty Guidance, Channel Guidance, and Prevent Departmental Advice* 2015
- *The use of social media for online radicalisation* July 2015
- *Sexting in schools and colleges: responding to incidents and safeguarding young people* UKCCIS
- *Sexual violence and sexual harassment between children in schools and colleges* May 2018

### **1.1.3 Governance**

The School recognises and acts upon the legal duties set out in the above statutes, regulations and guidance, to protect its pupils (and staff) from harm, and to co-operate with other agencies in carrying out those duties and responding to safeguarding concerns.

School Council recognises the need to ensure that it complies with its duties under legislation and this policy has regard to statutory guidance, *Keeping Children Safe in Education* (KCSiE), *Working Together to Safeguard Children* and locally agreed inter-agency procedures put in place by Stockton Safeguarding Children Board.

School Council expects that all staff will know and understand this child protection and safeguarding policy and their responsibility to implement it. Staff must, as a minimum have read and understand Part One of KCSiE and Annex A. Governors will ensure that they have read and understand Parts One and Two and Annex A of KCSiE.

School Council will ensure that arrangements are in place for all staff members to receive appropriate safeguarding and child protection training which is regularly updated.

Compliance with the policy will be monitored by the Headmaster, designated safeguarding lead (DSL) and School Council.

**1.1.4** This Policy is used in accordance with locally agreed inter-agency procedures, and specifically in accordance with Stockton Local Safeguarding Children Board guidance. The School will ensure that its safeguarding arrangements take into account the procedures and practice of the local authority, including local protocols for assessment and the LSCB's threshold document.

**1.1.5** This Policy is addressed to all members of staff and volunteers at the School (temporary and permanent). Adherence to this Policy is mandatory for **all** staff and volunteers and its use is not subject to discretion. This Policy applies whenever staff or volunteers are working with pupils including where this is away from the School, for example at another institution, school visits and trips, sporting and cultural activities.

**1.1.6** This Policy is available to all parents, staff and volunteers on the School's website. A paper copy of this Policy is also available to parents upon request to the School office.

**1.1.7** Pupils are taught about safeguarding both on and offline, including how to adjust their behaviour to reduce risk, keep themselves safe and build resilience; they are made aware of this Policy through their programme of PSHE and other means of sharing information appropriate to their age and understanding, within a broad and balanced curriculum.

## **1.2 Creating a Culture of Safeguarding**

**1.2.1** The School recognises that safeguarding covers much more than child protection and so this policy will operate in conjunction with the school's safeguarding procedures including the staff Code of Conduct and other related policies and procedures, covering areas including Equal Opportunities; Health and Safety; First Aid; Educational Visits; Anti-Bullying; Behaviour Management; Drugs, Alcohol and Tobacco; Information Sharing; the safe use of ICT and social media; Fundamental British Values; and preventing radicalisation and violent extremism. Policies covering these areas are available on request from the school.

The School takes seriously its responsibility to promote and nurture the mental health and wellbeing of all its pupils and staff. This is reflected in its policies and procedures for pastoral care and the School's PSHE programme.

**1.2.2** 'Safeguarding' is broader than 'child protection'. As well as protecting children from harm, 'safeguarding' widens the responsibility to preventing harm and promoting the welfare of children. It is recognised that safeguarding and promoting the welfare of children includes:

- protecting children from maltreatment
- preventing the impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child: a referral will be made to children's social care immediately. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or at immediate risk. The School recognises the importance of children receiving 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 the views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging inaction.

**1.2.3** Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. Everyone who works with our pupils should make sure that their approach is child-centred (that is, that they consider at all times what is in the best interest of the child).

**1.2.4** As well as ensuring that the School's policies and procedures support its safeguarding responsibilities, the School will work with pupils and their families and will contribute to inter-agency working, in line with the statutory guidance *Working Together to Safeguard Children*. This includes providing a co-ordinated offer of early help when additional needs of children are identified, and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

The School is committed to working in partnership with parents, Social Services Departments and diverse communities, in order to continuously develop and improve the safeguarding culture within our School.

**1.2.5** Having these safeguards in place not only protects and promotes the welfare of children, but also it enhances the confidence of our staff, volunteers, parents/carers and the general public.

**1.2.6** The School has systems to:

- prevent unsuitable people working with pupils
- identify pupils who are at risk of and/or are likely to suffer significant harm and take appropriate action and promote the welfare of pupils in need of additional support
- promote safe practice and challenge poor and unsafe practice
- protect students and staff from online risks, which include online safety education and training, policies and procedures governing the use of IT, filtering and monitoring systems and procedures to manage any incidents that occur
- deal with issues of confidentiality, information sharing and consent in line with the GDPR regulations
- ensure staff do not, through their actions, place pupils at risk of harm, or themselves at risk from an allegation of harm (by providing guidance on areas such as 1-1 tuition, sports coaching, conveying by car, inappropriate electronic communication). Relevant guidance can be found in the School's Code of Conduct.

**1.2.7** The School encourages the pupils in its care to raise any concerns that they might have and ensure that these are taken seriously. We will also encourage pupils to contribute their own ideas, according to their age and understanding, about how their safety and welfare could be further improved.

**1.2.8** While the primary requirement is to notify the LADO<sup>1</sup>/ Children's Services (or the local Prevent Officer, as appropriate), the School will also notify School Council of any safeguarding issues in the following circumstances:

- the issue involves an allegation against a member of staff, a volunteer or the Headmaster
- the issue relates to concerns about the education provided to the pupil
- the issue involves referral to external agencies
- the issue could affect the school's reputation.

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<sup>1</sup> Local Authority Designated Officer(s) for Child Protection. Each local authority should have designated a particular officer, or team of officers, to be involved in the management and oversight of allegations against people that work with children. The term 'LADO' in this Policy is used for convenience to designate these local authority designated officer(s) or other appropriate first point of contact for child protection concerns, whatever terminology individual LSCBs may use.

The School will contact the LADO in any other case where advice is felt to be needed.

**1.2.9** All Staff are required to adhere to the *ICT Acceptable Use Agreement* and specifically to ensure that any images taken of pupils are appropriate and stored and managed safely.

### **1.3 Implementation Procedures**

The school has implementation procedures to assist staff and volunteers when handling safeguarding concerns. Information on these procedures is available to all staff and volunteers at the school and the procedures must be followed at all times.

### **1.4 Early Years Foundation Setting**

**1.4.1** This Policy applies to the school's provision for the Early Years Foundation Setting (EYFS). The identity of and contact details for the Designated Safeguarding Lead with responsibility for safeguarding within this setting are set out at the head of the policy and paragraph 11.1 below.

**1.4.2** Throughout the setting, all persons in the EYFS are required to adhere to the *ICT Acceptable Use Agreement* on the use of mobile phones and cameras: that is, they will not use personal digital equipment, such as mobile phones and cameras, to record images of pupils unless using school owned storage devices, e.g. SD cards, or with the permission of the Headmaster.

**1.4.3** The school's policy on the use of mobile phones and cameras in the setting is incorporated in the *ICT Acceptable Use Agreement*.

**1.4.4** Safeguarding training for staff in the EYFS will include guidance on identifying signs of possible abuse and neglect (such as significant changes in a pupil's behaviour, deterioration in wellbeing, physical indications, comments which give cause for concern, or any reasons to suspect neglect or abuse outside the setting) and on how to respond in a timely and appropriate way to such signs or to inappropriate behaviour in other members of staff or any other person working with children (EYFS Statutory Framework 3.6)

**1.4.5** In relation to a child protection issue within the Early Years Foundation Setting, the Designated Person with lead responsibility for safeguarding within this setting (Mr S Haywood), will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the School (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

### **1.5 Children with Special Educational Needs and Disabilities**

Children with special education needs and disabilities (SEND) can face additional safeguarding challenges. Staff must be alert to the fact that additional barriers can exist when recognising abuse and neglect in this group of children. These may include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further explanation
- being more prone to peer group isolation than other children
- the potential for children with SEN and disabilities to be disproportionately impacted by things like bullying without outwardly showing any signs and
- communication barriers and difficulties in overcoming these barriers.

As a consequence, children with SEND may require extra pastoral support. The additional vulnerabilities of pupils with SEND and the school's duty to make reasonable adjustments should be particularly carefully considered in situations where the use of reasonable force may be needed in response to risks presented by incidents involving children with SEND or medical conditions.

### **1.6 Looked After Children and Previously Looked After Children**

The school will ensure that staff have the skills, knowledge and understanding necessary to keep safe any children on roll who are looked after by the local authority.

### **1.7 Private Fostering**

Private fostering occurs where a child under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related in that person's home, for 28 days or more, unless that person has parental responsibility for them or is a local authority or agency foster carer. If a member of staff becomes aware that a pupil may be in a private fostering arrangement, they should raise this in the first instance with the Designated Safeguarding Lead. The School will then notify the local authority of the circumstances.

## **2 AIMS**

### **Our aims are to:**

- create an environment in our School which is safe and secure for all pupils
- encourage our pupils to establish satisfying relationships within their families, with peers and with other adults
- encourage children to develop a sense of autonomy and independence
- work with parents to build their understanding of and commitment to the welfare of all pupils.

School Council will ensure that children and young people are taught about safeguarding through teaching and learning opportunities as part of a broad and balanced curriculum. This is in order to help children stay safe, recognise when they do not feel safe and identify who they might or can talk to.

This may include covering relevant issues through personal, social, health and economic education (PSHE).

School Council will also ensure there is a comprehensive curriculum response to e-safety issues, enabling children and young people and their parents to learn about the risks of new technologies, communication and social media and how to use these responsibly.

The school will ensure that there are appropriate filters and monitoring systems in place to safeguard children and young people from potentially harmful and inappropriate online material.

## **2.2 In order to fulfil these aims the Head will take the necessary steps to ensure that:**

- 2.2.1** All staff (including supply and temporary) and volunteers receive training in safeguarding children and an explanation of the systems within the School which support this as part of their induction. This includes:
- the School's Safeguarding and Child Protection policy and
  - the Staff Code of Conduct
  - Part 1 and Annex A of *Keeping Children Safe in Education*
  - The Confidential Reporting/Whistleblowing Policy
  - The School's Behaviour Policy
  - The safeguarding response to children who go missing in education (the Children Missing in Education Policy)
  - The identity and role of the Designated Safeguarding Lead(s) and Deputy Designated Safeguarding Leads and how to contact them
  - Online safety
- 2.2.2** All staff, volunteers and the Headmaster are trained in child protection, (including Prevent Awareness, online safety training, the local early help process and how to manage a report of child on child sexual violence or sexual harassment) regularly, in line with advice from the LSCB, and receive safeguarding and child protection updates as required, but at least annually. The Designated Safeguarding Leads and their deputies receive the required updated child protection and Prevent Training, at least every two years (as set out in Annex B of *Keeping Children Safe in Education*)
- 2.2.3** The school adheres to the *Safer Recruitment Policy* (available on the staff intranet and from the School on request) and safer recruitment procedures. Procedures are in accordance with the *Independent School Standards Regulations* and include ensuring that at least one member of any recruitment panel involved in all stages of the recruitment process and has undertaken the appropriate training in Safer Recruitment and carrying out all required checks on the suitability of staff and volunteers to work with children and young people, in accordance with the guidance and regulations set out in paragraphs 1.1.2. Appropriate supervision arrangements are put in place if staff start work before their DBS disclosure has been obtained and in all cases a Barred List Check and Prohibition Order check (if applicable) will have been undertaken. Relevant staff are also asked to confirm that they do not meet the criteria for disqualification under the Childcare Act 2006 and the 2018 Regulations.
- 2.2.4** The school obtains assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School's pupils on another site (for example, in a separate institution).
- 2.2.5** The school carries out the mandated checks on the suitability of all people who serve on our School Council. The required checks on the Chair of School Council are carried out by the DfE.
- 2.2.6** Where the school ceases to use the services of any person (whether employed, contracted, a volunteer or student) or the person resigns or otherwise ceases to provide his or her services because it is considered that the person may be unsuitable to work with children, a referral will be made to the Disclosure and Barring Service (DBS) in accordance with the procedural guidance at <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs> (contact: PO Box 181, Darlington, DL1 9FA. Tel: 01325 953795, email [dbsdispatch@dbs.gsi.gov.uk](mailto:dbsdispatch@dbs.gsi.gov.uk)). In cases involving teaching staff, the school will also decide whether to refer the matter to Teaching Regulation Authority (TRA) to consider prohibiting the individual from teaching.
- 2.2.7** All School staff are alert to signs of abuse and neglect and all staff know to whom they should report concerns or suspicions of abuse or neglect.
- 2.2.8** All School staff keep themselves updated on safeguarding issues and child protection procedures by accessing advice, guidance and training as appropriate to their role.

**2.3** This Policy is compatible with, and meets all applicable requirements of, the Stockton Safeguarding Children Board (SCB). The School ensures that it has positive communication with the LSCB to ensure compliance with local protocol and access to relevant support. The LSCB can be contacted through the Local Social Services Department, Children's Services. Their contact details are set out here and in paragraph 11 below.

The relevant contact details are as follows:

- Local Authority Designated Officer (LADO) Phil Curtis 01429 401844
- The Children's Hub 01429 284284

### **3 RESPONDING TO SAFEGUARDING AND CHILD PROTECTION CONCERNS**

**3.1** Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide children with help, to prevent concerns from escalating. School staff have a responsibility to identify children who may be in need of extra help or are suffering, or are likely to suffer, significant harm. All staff have a responsibility to take appropriate action, working with other services as needed.

**3.2** Any concern, allegation or incident of abuse must be reported to the Designated Safeguarding Lead immediately. Staff should not assume that a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss this with the Designated Safeguarding Lead.

**3.3** If staff have concerns about a child (as opposed to a child being in immediate danger or risk of harm – see para 3.5 below), they will need to decide what action to take. All staff should be prepared to identify children who may benefit from early help, that is, support as soon as a problem emerges. Such problems should be discussed in the first instance with the Designated Safeguarding Lead. The early help process may also involve sharing information with other professionals and contributing to an early help assessment.

**3.4** Any child may benefit from early help, but staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour
- is frequently missing/goes missing from care or from home
- is misusing drugs or alcohol
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child
- has returned home to their family from care
- is showing early signs of abuse and/or neglect
- is at risk of being radicalised or exploited
- is a privately fostered child

**3.5** If a child is in immediate danger or at risk of harm, this must be reported to the Designated Safeguarding Lead, who will make a referral to children's social care and/or the police immediately (see section 5.12). It is not the role of the School to investigate suspected or alleged abuse; this is the role of the Police and Social Services.

#### **3.6 What is Child Abuse?**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children. 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.

The categories in this document are drawn from *Keeping Children Safe in Education, Annex A*:

**3.6.1 Physical abuse** – a form of abuse which may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. FGM female genital mutilation or risk of, must also be treated as a child protection issue. Physical harm may also be caused when a parent or care fabricates the symptoms of, or deliberately induces, illness in a child.

**3.6.2 Emotional abuse** – the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or unvalued, or valued only 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 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.

**3.6.3 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 looking at or the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as may children. The sexual abuse of children by other children is a specific safeguarding issue in education.

**3.6.4 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, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, shelter and clothing (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); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**3.6.5 Child Sexual Exploitation (CSE)** and forms of so-called ‘**honour based violence**’ including **female genital mutilation (FGM)** are child abuse, and domestic abuse and attempts to draw children into violent **extremism** should also be treated as safeguarding issues. Further information on these areas can be found on the Stockton County Council Safeguarding Board site (See Section 11 below). If a teacher discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher has a mandatory duty to report this to the police:

*FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and form of child abuse with long-lasting harmful consequences.*

*Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, 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. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM has been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at [Mandatory reporting of female genital mutilation procedural information](#).*

**3.6.6 Sexting** is a child protection issue. Even if explicit material is sent or elicited without malicious intent, the consequences are serious and put those involved at risk of serious harm. Having or sending explicit material on digital devices is also a criminal offence for those under 18. Pupils are taught about sexting as part of their online safety education. The School takes incidences of sexting extremely seriously, and deals with them in accordance with child protection procedures, including reporting to the police.

**3.6.7** All staff should have an awareness of **other safeguarding issues**, some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger.

School staff can access government guidance as required on the issues listed below via GOV.UK and the safeguarding topics page on the SSCB website. Further information is also included in Annex A:

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness

- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking

**3.6.8 Who are the abusers?** Abusers can be parents or carers, siblings or members of the extended family, neighbours, teachers, strangers or other pupils; in short, an abuser could be anyone.

**3.6.9 Peer on peer abuse:** All staff should also recognise that children are capable of abusing their peers. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. Peer on peer abuse is most likely to include, but is not limited to:

- bullying (including cyber bullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery), and
- initiation/hazing type violence and rituals

It is more likely that girls will be victims of peer abuse and boys perpetrators, but all peer on peer abuse is unacceptable and will be taken seriously. Peer on peer abuse should be recognised as such and never be tolerated or passed off as 'banter' or 'part of growing up'. The School seeks to minimise the risk of such abuse by ensuring that it is clear to all members of the school community that it will not be tolerated, and by educating pupils as part of the PSHE programme about healthy and respectful relationships, the wider societal factors (such as sexist stereotypes and language) and how to recognise, report and respond to peer abuse.

Any allegation of such abuse will be promptly and thoroughly investigated, recorded and treated according to its gravity. The threshold for dealing with an issue of pupil behaviour or bullying under the safeguarding procedure is subject to local guidance, as in any other cases, when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In such cases, the School's response will include referral to children's social care or the police. Victims, perpetrators and any other child affected will be supported within the pastoral care structure, taking account of their views and feelings, and support may include counselling, where appropriate. All children involved will be treated as 'at risk'.

**3.6.10 Contextual safeguarding:** safeguarding incidents and/or behaviours can be associated with factors outside the school and can occur between children outside the school. All staff should consider the context within which such incidents and/or behaviour occur. It is important to provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

### 3.7 Signs of abuse

All School staff members should be aware of the signs of abuse, neglect and radicalisation so that they are able to identify cases of children who may be in need of help or protection.

The following may help staff to be aware of possible signs of abuse. There are further sources of information such as *Annex A of KCSIE, What to do if you're worried a child is being abused* and the NSPCC's website as well as the list in 3.6.7 above. Such lists, however, are not exhaustive - if staff members are unsure they should always seek advice and report concerns even when signs or indicators are not present. Staff should also be alert to behaviours or circumstances that put children in danger, such as drug taking, alcohol abuse, self-harm, truanting, cyber bullying and sexting.

(There may be other indicators of abuse specific to female genital mutilation and to radicalisation of young people.)

#### 3.7.1 Physical Abuse

Unexplained injuries/ burns; untreated injuries, bruises/ abrasion around the face; bi-lateral injuries e.g. two bruised eyes; bite marks; bruising abrasions to lips, cheeks, outer ear

#### 3.7.2 Emotional Abuse



Excessive overreaction to mistakes; continual self-deprecation; excessive rocking, thumb sucking, hair twisting; extreme compliance/aggression; drug, alcohol and substance misuse; significant peer relationship difficulties.

### **3.7.3 Sexual Abuse**

Sexual awareness inappropriate to child's age, including provocative sexual behaviour; self-harm; pregnancy, sexually transmitted diseases, sudden changes in behaviour or school performance; fear of undressing for gym; depression/withdrawal; drug, alcohol, substance abuse

### **3.7.4 Neglect**

Constant hunger, tiredness and/or poor personal hygiene; untreated medical problems; destructive tendencies; social isolation; poor self-esteem and/or relationship with peers; excessive rocking, hair twisting, thumb sucking.

### **3.7.5 Missing Children**

A child going missing from an education setting is a potential indicator of abuse and neglect. Staff should treat prolonged or repeated absence, with no satisfactory explanation, as a potential safeguarding issue and take action accordingly. Red House School is committed to identifying quickly children missing from education.

A child or young person is missing from education if they are of compulsory school age and they do not have a school place and no alternative education arrangements have been made for them.

Children missing from education are at much greater risk of: physical harm; becoming involved in crime; demonstrating anti-social behaviour; abusing drugs and alcohol; sexual exploitation; being illegally employed; forced marriages

It is, therefore, vital that the local authority, schools and other agencies work closely together to help safeguard children.

Children go missing from education for a variety of reasons, which include: failing to start appropriate provision and hence never entering the system; moving out of the independent sector; ceasing to attend, due to exclusion or parental withdrawal; failing to complete a transition between providers or phases; are part of a transient or mobile population.

Staff must, therefore, treat prolonged or repeated absence, or particular patterns of absence, with no satisfactory explanation, as a potential safeguarding issue and take action accordingly. Procedures are detailed in the School's *Children Missing in Education Policy*.

## **4 DESIGNATED SAFEGUARDING LEAD**

- 4.1** The School has appointed Designated Safeguarding Leads and deputies to contact in their absence. The Designated Safeguarding Leads are members of the School's Senior Leadership Team with the necessary status and authority to take responsibility for child protection matters. This responsibility cannot be delegated. The School will ensure that the Designated Safeguarding Leads are given the time/cover, funding, training, resources and support to fulfil their role.

The Designated Safeguarding Leads and their contact details are listed at the head of this policy.

### **The Designated Safeguarding Leads will:**

- 4.1.1** be responsible for ensuring that all cases of suspected or actual child protection concerns are investigated and managed in accordance with the guidance and regulations set out at paragraphs 1.1.2;
- 4.1.2** refer cases of suspected abuse or allegations to the local Social Services Department and/or the police as appropriate and in accordance with LSCB procedures, and work with other agencies in line with *Working Together to Safeguard Children*;
- 4.1.3** receive *Prevent* awareness training; provide advice and support, and make appropriate referrals through the *Channel* programme;
- 4.1.4** ensure that they are aware of the latest national and local guidance and requirements and will keep the Headmaster, staff and volunteers informed as appropriate
- 4.1.5** receive appropriate training in child protection matters and interagency working, to include both national and local bodies, at least every two years, and in addition to formal training, update their knowledge and skills at regular intervals and at least annually, in order to keep up with developments relevant to the role;
- 4.1.6** ensure that the Headmaster, staff and volunteers have access to and understand their role as appropriate in the child protection procedures, including but not limited to part-time staff, supply staff, peripatetic staff, newly appointed staff, newly qualified staff, before/after school care staff, volunteers, catering staff, cleaning staff, caterers and caretakers

- 4.1.7** act as a source of advice and support within the School and co-ordinate action regarding referrals in relation to both children and allegations against staff.

## **5 RESPONDING TO DISCLOSURES OF ABUSE**

- 5.1** Children are more likely to be abused by someone they know and trust than by a stranger. Staff members are advised to maintain an attitude of “it could happen here” where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.
- 5.2** Staff and volunteers should make themselves available to listen and demonstrate to the pupil that what they are saying is being taken seriously and without criticism. They should respond in a supportive, calm manner avoiding asking detailed questions. The role of the staff or volunteer is to listen, record and report; not to investigate. Staff and volunteers should take care to ensure their behaviour and actions do not place pupils or themselves at risk of harm.
- 5.3** If a pupil reports abuse from another pupil or pupils, staff should follow the procedures in this section. All children involved, whether perpetrator or victim, will be treated as being ‘at risk’. The Designated Safeguarding Lead will liaise with local agencies in relation to handling any such cases which arise. A bullying incident will be regarded as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. See the *Anti-Bullying Policy*.
- 5.4 Immediate Response**  
If a disclosure is made, the member of staff or volunteer **should**:
- allow the pace of the conversation to be dictated by the pupil
  - ask open questions which encourage the pupil to talk such as “can you tell me what happened?”
  - accept what the pupil says and do not ask for further detail
  - acknowledge how hard it was for them to tell you and by tone of voice and facial expression show you are taking their concerns seriously
  - note carefully any clearly visible external signs of possible injury or neglect (but note paragraph 5.5.4 below)
  - reassure the pupil that they have done the right thing, explain whom you will have to tell (the Designated Safeguarding Lead) and why. The school’s statutory duty is to report allegations: pupils should be aware that information **must** be passed on, but reassured it will only be to the designated person/s in the first instance.
- 5.4** The member of staff or volunteer **should not**:
- burden the pupil with guilt, such as “why didn’t you tell me before?”
  - interrogate or pressurise the pupil to provide more information
  - ask any potentially leading questions such as those that start with the words, how, what, when, where and why, as this may impact on any potential case brought to court (use the ‘TED’ questioning technique)
  - undress the child or examine clothed parts of the child’s body in an attempt to determine the nature of any such injuries/neglect
  - criticise the perpetrator; this may be someone they love
  - promise confidentiality (see paragraph 5.6 and 5.7)
  - make promises that they cannot keep such as “I’ll stay with you all the time” or “it will be alright now”
  - put words in the child’s mouth i.e. finish their sentences
  - jump to conclusions or speculate what might have happened or make accusations
  - show an overly emotional reaction such as expressing disgust, shock or disbelief
  - attempt to investigate the allegations.
- 5.6** If a pupil confides in a member of staff or volunteer and requests that the information is kept secret, staff/volunteers **must not** make promises about confidentiality. Staff must tell the pupil sensitively that they must tell the named Designated Safeguarding Lead (see paragraph 4) so that the child can be helped to stay safe and feel better. (Staff should use only the TED question starters: tell me, explain, describe.)
- 5.7** In every case, the staff/volunteer should consider whether the pupil is able to provide consent for the information to be shared and if so, seek to obtain that consent. If the pupil does not consent, the staff/volunteer should explain that they need to share the information with the Designated Safeguarding Lead and reassure them that the information will *only be disclosed* to other people who *need to know*. The member of staff/volunteer should refer to the Designated Safeguarding Lead for further information and guidance.
- 5.8** The School recognises that a child who is abused may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. We recognise that the School may provide the only stability in the lives of children who have been abused or who are at risk of harm. The school has age appropriate systems in place for children to express their views and give feedback so their feelings or wishes will be taken into account when determining what action to take and what services to provide. However, the child’s wishes or feelings cannot override the duty to refer suspected abuse to the children’s social care/LADO or police.

- 5.9** The School will provide continuing support to a pupil who has disclosed abuse through promoting a caring and safe environment within the School and encouraging self-esteem and self-assertiveness through the curriculum and through relationships. In doing so, the School will act in accordance with guidance from the relevant authorities to ensure that, for example, legal proceedings are not compromised.
- 5.10** All allegations involving staff or volunteers will be discussed immediately with the Local Authority Designated Officer (LADO) before any investigation takes place.

In any case of immediate risk or serious harm to children, the police shall be informed at the outset.

### **5.11 Recording Information**

Staff/volunteers should:

- make brief notes at the time or immediately afterwards, which record the date, time, place and context of the disclosure or concern, and what has actually been said, not assumption or interpretation. Notes must be signed and dated;
- clearly distinguish between fact, observation, allegation and opinion
- record observed injuries and bruises on a body map
- note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into "proper terms")
- pass the original notes to the Designated Safeguarding Lead
- appreciate that their records may be used in criminal proceedings or disciplinary investigations.

### **5.12 Reporting Concerns**

- 5.12.1** Any concerns about pupils must be discussed with the Designated Safeguarding Leads as soon as possible or, in their absence, the Deputy Designated Lead, and at latest by the end of the school day.
- 5.12.2** Where the disclosure identifies a safeguarding issue, the Designated Safeguarding Leads will report to the LADO within 24 hours and, where relevant (as outlined in paragraph 1.2.8), will notify School Council. In most serious cases, and if there is suspicion that a crime has been committed, the Designated Safeguarding Lead will contact the police.
- 5.12.3** The school's procedures differentiate between safeguarding children who have suffered significant harm and those who are in need of support from one or more agencies. In cases where a child is not suffering or at risk of suffering serious harm but rather in need of additional support, an inter-agency assessment will be undertaken to determine the most appropriate action. The Designated Safeguarding Leads will discuss with the Children's Hub whether an early help assessment is needed.
- 5.12.4** Whilst the Designated Safeguarding Leads will usually decide whether to make a referral, in exceptional circumstances, such as in an emergency or a genuine concern that appropriate action has not been taken, anyone can refer their concerns to children's social care directly (see section 9 below). If a member of staff makes a referral independently, they must inform the Designated Safeguarding Leads as soon as possible thereafter.
- 5.12.5** If, at any point, there is a risk of immediate serious harm to a child, a referral should be made immediately. If the child's situation does not appear to be improving, the staff member with concerns should press for reconsideration. Concerns should always lead to help for the child at some point.

## **6 ALLEGATIONS AGAINST STAFF**

- 6.1** Schools must follow the procedures for handling allegations made against staff and/or volunteers set out in Part 4 of *Keeping Children Safe in Education*. The aim is to deal with any allegation quickly and in a fair and consistent way which provides effective protection for the child and at the same time provides appropriate support for the person who is the subject of the allegation.
- 6.2** Where a safeguarding-related allegation or cause for concern is made against any member of staff or volunteer (including the Designated Safeguarding Leads), the matter should be reported immediately to the Headmaster (unless the allegation relates to the Headmaster). The Headmaster should not speak to the member of staff who is the subject of the allegation at this point. In the absence of the Headmaster, the allegation should be reported to Danny Kitching (DSL, Senior School). In all cases, immediate contact should be made with the LADO to discuss the allegation.
- 6.3** Where a safeguarding related allegation or cause for concern is made against the Headmaster, the matter should be reported immediately to School Council, without informing the Headmaster.
- 6.4** In all cases, immediate contact should be made with the LADO to discuss the allegation. A decision as to how to proceed and eventually whether or not to suspend a member of staff or volunteer will be taken by the Headmaster following consultation with the LADO (and, in most serious cases, the police). In borderline cases, discussions with the LADO can be held informally and without naming the school or

individual. Discussions should be recorded in writing and any communication with both the individual and the parents of the child/children agreed. Suspension is not an automatic response and the decision will be taken according to the circumstances of each particular case, giving due weight to the views of the LADO, guidance in *Keeping Children Safe in Education* and *Working Together to Safeguard Children*. The decision as to whether or not to suspend the Headmaster is taken by the Chair of School Council (having consulted the relevant authorities).

- 6.5** In considering the available options, including redeployment of the member of staff or volunteer, the LADO and the Headmaster will ensure that their primary concerns are the safety and wellbeing of the pupils, together with the need for a full and fair investigation which will be led by the LADO or the police.
- 6.6** As noted in para. 2.2.6 above, where we cease to use the services of any person (whether employed, contracted, a volunteer or student), or the person resigns or otherwise ceases to provide his or her services because it is considered that the person may be unsuitable to work with children, a referral will be made to the DBS. In cases involving teaching staff, the school will also decide whether to refer the matter to the Teaching Regulation Agency (TRA) to consider prohibiting the individual from teaching.
- 6.7** Where required to do so, we will provide information requested by the DBS or TRA in respect of a member of staff or volunteer in accordance with our legal duty.
- 6.8** Communications with the school community about safeguarding related allegations shall only be made following consultation with the LADO and any investigating authorities. There are restrictions on the reporting or publishing of allegations against teachers (which apply to a point where the accused person is charged with an offence, or the DfE/TRA publish information about an investigation or decision in a disciplinary case). Every effort will be made to maintain confidentiality and guard against unwanted publicity. The School's legal advisors will advise on the statutory reporting restrictions on publications of details of allegations.
- 6.9** If there has been a substantial allegation against a member of staff, the school will work with the LADO to determine whether there are improvements to be made to the school's procedures or practice to help prevent similar events in the future.

## **7 ROLES AND RESPONSIBILITIES**

Every member of staff, members of School Council, and every volunteer who assists the School should:

- protect pupils from abuse
- follow the School's safeguarding policy and read sections of *Keeping Children Safe in Education* appropriate to their role, including subsequent updates to this guidance
- know how to access and implement the procedures
- Know the identity of the School's Designated Safeguarding Leads and who to speak to in the absence of the Safeguarding Leads
- report all safeguarding concerns to the Designated Safeguarding Leads (subject to paragraphs 5.12.4, 6.2 and 6.3 of this Policy)
- keep a record of any significant safeguarding concern, conversation or incident (in accordance with paragraphs 3.2 and 5.11 of this Policy)
- undertake appropriate training including regular refresher training as detailed in 2.2.2 above

## **8 REFERRING CONCERNS TO SOCIAL SERVICES**

- 8.1** The decision to make a referral which could activate a child protection investigation, and the issue of gaining parental consent, are serious matters and require careful judgement. These decisions must only be taken by the Headmaster or by the Designated Safeguarding Leads, who will liaise with the Headmaster as appropriate, following consultation with Social Services. In cases of serious harm, or if a crime may have been committed, the police will be informed from the outset. However, anyone can refer their concerns to Children's Social Care directly (see section 9 below).
- 8.2** In the case of concerns about a pupil being at risk of radicalisation, school staff should follow the safeguarding guidelines by reporting to the Designated Safeguarding Leads. This may lead to a referral through the *Channel* programme.
- 8.3** The Headmaster and/or Designated Safeguarding Leads should notify School Council following any referral made to Social Services or the police.
- 8.4** Subject to 8.1 above and the advice of the Local Education Authority, the consent of parents should be obtained before making a formal referral, unless to do so could place the child at risk of significant harm.
- 8.5** In accordance with paragraph 5.12.2 of this Policy, where the disclosure relates to actual abuse or the suspicion of abuse, the Designated Safeguarding Leads will report the disclosure to the local Social Services Department within 24 hours.
- 8.6** In the event of the School making a referral to Social Services, they should agree with the recipient of the referral what exactly the child and parents will be told, by whom and when. The Designated

Safeguarding Leads should ask to be kept informed of the timing of the strategy discussion between Social Services and the police, which will decide whether and how to investigate. The Designated Safeguarding Lead should be prepared to contribute to the strategy discussion.

- 8.7** The local authority should make a decision, within one working day of a referral being made, about the type of response that is required and should let the referrer know the outcome. The referrer should follow up if this information is not forthcoming. A record of each contact with Social Services, including the name of the officer with whom the School has spoken, and the date and time of the call, should be kept. If, after a referral, a child's situation does not appear to be improving, the referrer should consider following local escalation procedures.

## **9 DUTY TO REPORT CONCERNS ABOUT THE MANAGEMENT OF SAFEGUARDING**

- 9.1** The School recognises that children cannot be expected to raise concerns in an environment where staff fail to do so. Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the School's safeguarding regime, and feel confident that such concerns will be taken seriously by the senior leadership team. The duty to report concerns about the management of safeguarding is part of the *Staff Code of Conduct*, and the Confidential Reporting/*Whistleblowing Policy* is included in the staff induction pack. It will also be reflected in staff training.
- 9.2** Where staff or volunteers reasonably believe that safeguarding concerns exist, or where they have concerns regarding the management of safeguarding issues, it is their duty to raise concerns.
- 9.3** The member of staff or volunteer should bring their concerns to the attention of the Designated Safeguarding Leads, or in a case where the concerns relate to the actions or inaction of the Designated Safeguarding Leads, to the Headmaster.
- 9.4** However, where someone reasonably believes these reporting routes to be inappropriate or has reported concerns and no action has been taken, they should refer their concerns to Children's Social Care directly or use the NSPCC whistleblowing helpline (see section 11 for contact details).

## **10 MONITORING AND REVIEW**

- 10.1** The working of this Policy will be monitored by the Designated Leads in the School who will report as required to the Headmaster.
- 10.2** School Council will ensure that the school has an annual audit, as well as other periodic checks, in order to monitor the effectiveness of the School's implementation of these policies and procedures. The school will also carry out a review of the safeguarding incidents that have arisen and how they were managed.
- 10.3** The annual review will be reported back to School Council who will monitor compliance. The School's Health and Safety Committee will also consider the processes in place for promoting the welfare of the pupils.
- 10.4** School Council acknowledges its overall responsibility in ensuring that this Policy is effective in its implementation and meets all current regulatory requirements. On behalf of School Council the governor with responsibility for Safeguarding will undertake an annual review of this Policy and associated procedures, and the efficiency with which associated duties have been discharged, will be undertaken so that any deficiencies or weaknesses can be remedied without delay.
- 10.5** This policy was reviewed in September 2018 and will be reviewed again in the event of any significant changes or by September 2019 at the latest. The school's most recent Safeguarding Audit took place on 18 June 2018.
- 10.6** All existing staff have undertaken Prevent Training and new staff undertake the training upon their arrival.

## **11 KEY CONTACTS**

Red House School  
36 The Green  
Norton  
TS20 1DX

Telephone: 01642 553370

## 11.1 School Key Contacts

Name	Title	Telephone	email
Amanda Mallen-Beadle	Governor - Safeguarding	Via the school office: 01642 553370	governors@redhouseschool.co.uk
Ken James	Headmaster	Emergency contact no: 07725 312336	ken.james@redhouseschool.co.uk
Danny Kitching Senior Tutor	Designated Safeguarding Lead Senior School	01642 553370	danny.kitching@redhouseschool.co.uk
Carole Blyth	Deputy Designated Safeguarding Lead (Sr)	01642 553370	carole.blyth@redhouseschool.co.uk
Simon Haywood Head of the Junior School	Designated Safeguarding Lead Junior School/Named Designated Leader in the EYFS	01642 535353	simon.haywood@redhouseschool.co.uk
Claire Thompson Head of Prep	Deputy Designated Safeguarding Lead (Jr)	01642 553370	claire.thompson@redhouseschool.co.uk

## 11.2 Multi-agency Contacts

**The Children's HUB** Tel 01429 284284 Email [childrenshub@hartlepool.gcsx.gov.uk](mailto:childrenshub@hartlepool.gcsx.gov.uk)

**Emergency Duty Team** (Out of Office Hours) Tel 0802 402994

### SBC Designated Officer

Mr Phil Curtis (DO)  
01429 284284 (Hub) 07717 301565 01429 401844  
Email: [philip.curtis@stockton.gov.uk](mailto:philip.curtis@stockton.gov.uk).  
[www.teescpp.org.uk/allegationsandconcernsagainststaff](http://www.teescpp.org.uk/allegationsandconcernsagainststaff)

**Tees Child Protection Web Base Procedures** [www.teescpp.org.uk](http://www.teescpp.org.uk)

### Prevent Strategy

#### Local Authority Single Point of Contact (SPOC)

(for concerns regarding FGM / Forced Marriage )

Vanessa Housley  
Senior Inclusion Adviser  
01642 527656  
[vanessa.housley@stockton.gov.uk](mailto:vanessa.housley@stockton.gov.uk)

#### Channel Panel Cleveland

(for concerns regarding radicalisation)  
DC Gordon Bache  
01642 302028  
07894482533  
[Gordon.Bache2@cleveland.ppn.police.uk](mailto:Gordon.Bache2@cleveland.ppn.police.uk)

**Stockton Borough Council (SBC) Attendance & Exclusion Team** Tel: 01642 528732

#### The Department for Education's guidance on the 'Prevent Duty'

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

## 11.3 The following contact details may be useful for pupils:

**Childline:** 0800 1111

**NSPCC:** 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Ofsted's Whistleblower Hotline:** 0300 123 3155

**The Children's Commissioner:** 0800 528 0731 [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

## 11.4 Other useful contacts

**NSPCC Whistleblowing Advice Line:** Tel 0800 028 0285 Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**DfE telephone helpline & non-emergency advice for staff and governors:** Tel 020 7340 7264