



Wychwood School

Safeguarding Policy and Procedures

Author: SWD, AKJ

Last Reviewed: May 2018

Minutes of Board meeting 20 3 2018

Date of next internal Review: June 2019 or as required.

Governors will review the Safeguarding Policy annually at the Trinity meeting in preparation for the new school year, having considered the DSL's Safeguarding Report at the Michaelmas meeting. The following policy is written with due regard to KCSIE 2018.

KEY PRINCIPLES

- All children have the right to be protected from harm.
- The prime concern at all stages must be the best interest and safety of the child.
- The intention of this policy is to ensure that appropriate action is taken immediately where it is suspected that a child is being abused.
- Early recognition of abuse may prevent serious harm to children and the break-up of families if professional help can be made available.
- Everyone who comes into contact with children has a role to play in safeguarding them. School staff are in a position to identify concerns early and to provide help for children to prevent concerns from escalating.
- All staff should be aware that 'it could happen here' applies to Wychwood School and must act accordingly in the best interests of the child.
- All staff should be assured that any concerns raised about the School's safeguarding regime will be taken seriously by the Designated Safeguarding Lead (DSL) and deputy DSL.
- However, should staff feel that their safeguarding concerns are not likely to be taken seriously or who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college then they should contact the NSPCC whistle-blowing helpline on 0800 028 0285 or help@nspcc.org.uk

KEY DOCUMENTS WITH WHICH THIS POLICY IS IN ACCORD

Section 157 of the Education Act 2002 and the Education (Independent School Standards) Regulations January 2015 give proprietors of Independent Schools, and in particular boarding schools, a statutory duty to promote and safeguard the welfare of children in their care and in doing so, to have regard to any guidance issued by the Secretary of State. Under the Children Act 2004, sections 10 and 12A, independent schools are statutory partners on Children's Trust Boards and have a duty to co-operate. The Revised *Prevent* Duty Guidance: for England and Wales gives proprietors of independent schools a statutory

ISSRs
Part 3
NMS
12.1 and
12.2

ISSRs
Part 3

ISSRs
Part 1
2(B)(ii)

duty under Section 29 of the Counter-Terrorism and Security Act 2015 to prevent people being drawn into terrorism.

The School follows the recommended procedures contained in the Children Act 2004, guidance for dealing with allegations of abuse against teachers and other staff (August 2011), the Government statutory guidance on Working Together to Safeguard Children (March 2015), the Government statutory guidance Keeping Children Safe in Education (KCSIE) (September 2018), the Boarding Schools National Minimum Standards (2015) and local inter-agency procedures published by the Oxfordshire Safeguarding Children Board (OSCB, which is the LSCB for Oxfordshire). The school understands that all staff should have regard to KCSIE when carrying out their duties to safeguard and promote the welfare of children and that this means they should comply with KCSIE (September 2018) unless exceptional circumstances arrive. The governing Board of Wychwood School should ensure that mechanisms are in place to assist staff to understand and discharge their roles and responsibilities as set out in part 1 and Annex A of KCSIE September 2018. Staff should also read and understand *What to do if you are Worried a Child is being Abused – Advice for Practitioners*, available to them in the Safeguarding Documents for All Staff folder in the Staff Shared area of the School ICT network.

The school office has hard copies of these documents available to read on request and electronic copies are in the staff documents section of the school network.

This policy is available to all parents, staff and volunteers on the school website and a hard copy may be requested from the school office. The safeguarding induction process for new staff includes reading this safeguarding policy and KCSIE part 1 and Annex A. Staff and volunteers must declare that they have read and understood Part 1 of KCSIE September 2018 by e-mail to the Office Manager at Wychwood School. Pupils are made aware of this policy through their programme of Personal, Social, Health and Economic Education (PHSEE) and form meetings.

Abbreviations

AKJ	Andrea K Johnson
CAF	Common Assessment Frameworks
CEOP	Child Exploitation and On-Line Protection Centre
CP	Current Policies
CDE	Child Drug Exploitation
CSE	Child Sexual Exploitation
DBS	Disclosure and Barring Service
DfE	Department for Education
DSL	Designated Safeguarding Lead
EEA	European Economic Area
FGM	Female Genital Mutilation
HBV	Honour-Based Violence
HSCTs	Health and Social Care Trusts
ICT	Information and communications technology
KCSIE	Keeping Children Safe in Education
LADO	Local Authority Designated Officer
MASH	Multi Agency Safeguarding Hub
NSPCC	National Society for the Prevention of Cruelty to Children
OSCB	Oxfordshire Safeguarding Children Board
PHSEE	Personal, Social, Health and Economic Education
SEND	Special Educational Needs and Disabilities
SMT	Senior Management Team

STIs	Sexually transmitted infections
SWD	Susan Wingfield Digby
TRA	TEACHING REGULATION AGENCY OF THE DEPARTMENT FOR EDUCATION (REPLACES THE NCTL)
TAC	Team Around the Child
TAF	Team Around the Family
UKCCIS	UK Council for Child Internet Safety

INTRODUCTION

Safeguarding and promoting the welfare of children is defined for the purposes of the guidance in KCSIE (September 2018) as

- protecting children from maltreatment;
- preventing 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.

The safeguarding principles and actions described herein apply equally to all children, including those with SEND, additional needs or vulnerable children.

This policy applies to **all staff**, including volunteers, and the Governing Body of Wychwood School; all have responsibility for safeguarding children in this school. It includes systems

- To create a culture of safeguarding within the school
- To prevent unsuitable people working with pupils
- To identify pupils at risk of harm and to ensure their safety
- To ensure that staff do not put pupils at risk or themselves at risk of an allegation of abuse
- To ensure early help is offered to any child who may benefit. Any child may benefit from early help, but all school and college 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 (whether or not they have a statutory education, health and care plan);
 - is a young carer;
 - is frequently missing/goes missing from care or home;
 - is misusing drugs or alcohol;
 - is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse; and/or
 - has returned home to their family from care.

The policy also gives details of the guidance and support that will be offered to staff during suspension or investigation of allegations against them. It also details the action to be taken in the event of the Head being the subject of an allegation or suspicion of abuse.

CREATING A CULTURE OF SAFEGUARDING

Wychwood School is committed to providing the best possible pastoral care for our girls. We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to prevent abuse. Mutual respect and understanding between staff and girls should form the basis for developing good relationships. Girls and staff should feel that they belong to a caring, purposeful community in which personal worth is recognised and affirmed.

Wychwood School will also take measures to:

1. establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
2. ensure that pupils know that there are adults in the school and outside whom they can approach if they are worried or in difficulty;
3. identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate. This will include fully engaging with the requirements of Common Assessment Frameworks (CAF assessments) or Team Around the Child or Family (TAC or TAF assessments) where these are in place.
4. include in the curriculum activities and opportunities which equip our pupils with the skills they need to stay safe from abuse and to know to whom to turn for help, if necessary. These activities and opportunities will develop children's understanding, awareness and resilience.
5. Provide Safeguarding and Child protection training to staff during induction and subsequently every three years coupled with annual updates to all staff on new developments in Safeguarding and Child Protection.

For the benefit of staff, this policy deals, in particular, with awareness and identification of child protection concerns and how to respond to them. Staff may contribute to this policy and the Wychwood systems of Safeguarding and Child Protection at any time by contacting the DSL or deputy DSL and there is a weekly opportunity for staff to raise concerns or to make contributions at staff meetings where Safeguarding and Child Protection is a standing item.

SAFEGUARDING GUIDANCE

Key Individuals

Key individuals in dealing with an allegation of abuse are the DSL who is responsible for co-ordinating the response to allegations within a school and liaising with other agencies.

At Wychwood **the Designated Safeguarding Lead is the Head, Mrs Johnson**; in her absence the **Deputy Head, Ms Sherlock, is designated as the alternative**.

The **governor** appointed to scrutinise the School's safeguarding arrangements is **Ms Jackie Atkins**. The governing body undertakes an annual review of the School's Safeguarding Policy and Procedures and of the efficiency with which the related duties have been discharged. The Head submits an annual safeguarding report to the governors.

Key Contacts

Key contacts are listed on the posters that are located in the staff room, each house staff's accommodation and in the school offices. The posters are attached as Appendix 2

Contact Details

DSL: Mrs Johnson School: 01865 517 101
Home: 01865 579 372
Mobile: 07823 886 463
E: a.johnson@wychwoodschool.org

Deputy DSL: Ms Sherlock School: 01865 517 121
Home: 01865 881 883
Mobile: 07810 727 110
E: b.sherlock@wychwoodschool.org

Safeguarding Governor:
Ms Jackie Atkins
Home: 01491 614057
Mobile: 07766 718031
E: jackie_atkins_ramsden@yahoo.co.uk

Wychwood School recognises that we have a collective and individual duty of care towards children in need and towards children at risk. Local authorities are under a duty to protect and promote the welfare of children in need in its area. To do this it must work with the family to provide support services that will enable children to be brought up within their own families. In Northern Ireland, the Health and Social Care Trusts (HSCTs) have a duty to safeguard and promote the welfare of children in need in their area.

Children in Need

Children in need are defined in law as children who are aged under 18 and:-

- need local authority services to achieve or maintain a reasonable standard of health or development;
- need local authority services to prevent significant or further harm to health or development;
- are disabled.

The local authority must keep a register of children with disabilities in its area but does not have to keep a register of all children in need.

Concerns that a child may be in need are referred to and managed by the DSL, Mrs Johnson, although staff may choose to go directly to children's social care at the Multi Agency Safeguarding Hub (MASH). Children in need should be referred to the MASH. If a member of staff goes directly to the MASH then the DSL, Mrs Johnson, must also be informed as soon as possible.

Children at Risk

A child at risk in Oxfordshire is regarded as being at risk of abuse or neglect. Wychwood, like all schools, is aware that pupils may suffer physical, sexual or emotional abuse, neglect or domestic abuse either at home or away from school, or within school itself. The School has clearly laid down and recognised procedures for dealing with abuse.

Concerns that a child may be at risk are referred to and managed by the DSL, Mrs Johnson, although staff may choose to go directly to children's social care at the MASH. Children at risk of abuse or neglect or at risk of danger or serious immediate harm should be referred to the MASH immediately (Tel: 0845 0507666; mash-childrens@oxfordshire.gcsx.gov.uk .

Allegations against anyone working in Wychwood School or who works at Wychwood and other schools should be referred to the Local Authority Designated Officer (LADO), Alison Beasley – Designated Officer (LADO)

Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

Tel: Safeguarding Team: 01865 810603 within one working day.

Further useful links can be found within KCSIE 2018

If a crime has been committed then the matter should be reported to the police within one working day.

Children with Special Educational Needs and Disabilities (SEND)

Children with SEND or additional needs can face additional safeguarding challenges and staff should be alert to this and prevent adverse incidents from happening.

Additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

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

Pupils' Emergency Contacts

Wychwood School will undertake to hold more than one emergency contact number for their pupils in case of incident or accident.

Further Documentation

We also have the following policies or documents:

- Missing Persons Policy
- Anti-Bullying Policy
- Pupil ICT, Network, Internet and Mobile Phone Use Policy and agreement
- Whistle-blowing Policy.
- Physical Intervention and Restraint Policy
- Health and Safety Policy
- Searching Policy
- Confidentiality Guidelines
- Allegations against Staff Policy
- Wychwood School Staff Code of Conduct

DATA PROTECTION

Confidentiality will be upheld in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the Data Protection Act 1998, the Human Rights Act 2002 and the Freedom of Information Act.

TYPES OF ABUSE AND NEGLECT (from KCSIE (September 2018 Part 1)

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy e.g. as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care - givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

OTHER TYPES OF ABUSE

Bullying (including cyberbullying)

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are:

- physical (for example, hitting, kicking, theft);
- verbal (for example, racist or homophobic remarks, threats, name-calling);
- emotional (for example, isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying (including cyberbullying) can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). At Wychwood where children are living away from home the School will have in place rigorously enforced anti-bullying strategies.

Wychwood School will adjust the Anti Bullying policy and strategies according to the latest guidance (2014) which is to be found at

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Child Drug Exploitation

Wychwood staff must be aware that children can be exploited in many forms which includes selling drugs. Across the country, young people and vulnerable adults are being exploited by gangs to move and sell drugs on their behalf in suburban areas, market towns and coastal regions. This criminal activity is known as 'county lines', as young people travel to different regions where they are unknown to the police and can therefore operate undetected. These young people can be as young as 10 and are often subjected to threats, violence, and sexual abuse by the gangs. Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years
 - can affect any vulnerable adult over the age of 18 years
 - can still be exploitation even if the activity appears consensual
 - can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence
 - can be perpetrated by individuals or groups, males or females, and young people or adults
 - is typified by some form of power imbalance in favour of those perpetrating the exploitation.
- Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

To safeguard vulnerable young people from being exploited by 'county line' gangs, the Home Office is working with Crime Stoppers, the DfE and local authorities to increase awareness among professionals, including teachers, who may encounter victims of the signs to spot and encourage staff to report their concerns to their safeguarding lead.

The signs to spot are:

- persistently going missing from school or home, or being found out-of-area
- unexplained acquisition of money, clothes, or mobile phones
- excessive receipt of texts or phone calls
- relationships with controlling, older individuals or gang association
- leaving home or care without explanation
- suspicion of self-harm, physical assault or unexplained injuries
- parental concerns
- significant decline in school performance
- self-harm or significant changes in emotional wellbeing

Children Missing Education

Wychwood School will act in accordance with Annex A of KCSIE September 2018 and with the guidance Children Missing Education, September 2016.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Pupils' attendance is monitored through the daily register and is addressed if poor. Contact is made with parents of pupils who are regularly absent from school without good reason or have missed 10 school days or more without permission. Wychwood School will notify the local authority if a pupil is to be deleted from the admission register in order to be home schooled or if we do not know where the next school is to be if the child is under 18. Under the safeguarding duties of section 175 of the Education Act 2002 Wychwood School will investigate any unexplained absences.

Children Missing from Home or Care

Wychwood School will act in accordance with the statutory guidance Children who Run Away or Go Missing from Home or Care (January 2014) available to all staff in the Safeguarding Documents for all Staff folder in the staff shared area. The Missing Persons Policy applies.

<https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>

Child Sexual Exploitation (CSE)

The February 2017 definition of CSE from the DfE document *Child sexual exploitation Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation* is

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.

Wychwood School will report suspected CSE to the Kingfisher team (see Appendix 2 for contact details)

Domestic abuse

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

NSPCC- UK domestic-abuse signs symptoms effects

Refuge what is domestic violence/effects of domestic violence on children

Drugs

Wychwood School recognises that behaviours linked to drug taking put children in danger. The Substance Use and Misuse Policy applies.

Fabricated or Induced Illness

Staff should be aware that illness can be fabricated or induced in children by parents or carers and Wychwood School will act according to *Safeguarding Children in whom illness is fabricated or induced* (March 2008) which is available to staff in the Safeguarding Documents for all Staff folder in the staff shared area.

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Faith Abuse

Staff should be aware that abuse can be linked to religious faith and should share their concerns with the DSL or deputy DSL. They should also consult the National action plan to tackle child abuse linked to faith or belief (*August 2012*) which is available to staff in the Safeguarding Documents for all Staff folder in the staff shared area, if they believe this to be taking place.

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Female Genital Mutilation (FGM)

All staff at Wychwood School must be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM, with specific regard to our international children from countries known to practise FGM such as Kenya and Nigeria. There is a range of potential indicators that a child or young person may be at risk of FGM which individually may not indicate risk but if there are two or more indicators present, this could signal a risk to the child or young person. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs and indicators that FGM may be about to take place, or may have already taken place, have been highlighted in the OSCB generalist safeguarding training given to all staff. From October 2015 all teachers have a statutory duty to report to the police within one working day when an act of FGM appears to have been carried out upon an individual aged under 18. The relevant age is the girl's age at the time of the disclosure/identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18). Complying with the duty does not breach any confidentiality requirement or other restriction on disclosure which might otherwise apply. At Wychwood, should this arise the teacher must report directly and immediately to the police using the non-emergency line (101) and also to the DSL or deputy DSL. The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

From the NSPCC Female Genital Mutilation (FGM) Advice: Signs, symptoms and effects

A girl or woman who's had FGM may:

- have difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

The NSPCC FGM helpline is free, anonymous and open 24.7: 0800 028 3550

E: fgmhelp@nspcc.org.uk

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/>

Forced marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel as if they're bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor.

Forced marriage is NOT the same as arranged marriages where both parties give their consent. Staff should contact the DSL or Deputy DSL if a child is suspected at being of risk of forced marriage. Particular points in time are just prior to school holidays when a child may be taken abroad to be forced into marriage.

Gangs and Youth Violence

Advice for staff can be found in *Preventing youth violence and gang involvement v3 March 2015* in the Safeguarding Documents for all Staff folder in the staff shared area. Suspicions should be reported to the DSL or deputy DSL.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf

Hate Crimes

Crimes committed against someone because of their disability, gender-identity, race, religion or belief, or sexual orientation are hate crimes and should be reported to the police within one working day.

Hate crimes can include:

- threatening behaviour
- assault
- robbery
- damage to property
- inciting others to commit hate crimes
- harassment

Staff can report hate crime online at

https://secure.met.police.uk/hatecrime_national/index.php?rid=2940

or staff should call 999 if reporting a crime that's in progress or if someone is in immediate danger. The DSL or deputy DSL should also be informed.

Staff interested in further information on the prevention of hate crimes as well as the prevention of radicalisation and extremism can visit the government website Educate against Hate.

<http://educateagainsthate.com/>

Honour Based Violence

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding

action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the designated safeguarding lead (or deputy). Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV, they should activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers** that requires a different approach. 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 a 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 appears to have 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.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out.⁹⁷ Unless the teacher has good reason not to, they should still consider and discuss any such case with the school or college's designated safeguarding lead (or deputy) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

Mental health

Adults and children with mental health issues and illnesses can be abused. The Pupil Mental Health and Wellbeing Policy applies.

Missing Children and Adults Strategy

The Missing Persons Policy applies

Modern Slavery and Trafficking

Modern slavery is when children are tricked, forced or persuaded to leave their homes. Traffickers use grooming techniques to gain the trust of a child, family or community. They may threaten families, but this isn't always the case – in fact, the use of violence and threats to recruit victims has decreased (Europol, 2011).

Traffickers may promise children education or persuade parents their child can have a better future in another place.

Sometimes families will be asked for payment towards the 'service' a trafficker is providing – for example sorting out the child's documentation prior to travel or organising transportation. Traffickers make a profit from the money a child earns through exploitation, forced labour or crime. Often this is explained as a way for a child to pay off a debt they or their family 'owe' to the traffickers.

Although these are methods used by traffickers, coercion, violence or threats do not need to

be proven in cases of child trafficking - a child cannot legally consent so child trafficking only requires evidence of movement and exploitation.

(With thanks NSPCC 2017)

Peer on Peer Abuse

The different forms peer on peer abuse can take are

- sexual violence and sexual harassment
- • physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- • sexting
- • initiating/hazing type violence and rituals.

Children, particularly but not exclusively those living away from home, are also vulnerable to physical, sexual and emotional bullying and abuse by their peers. This is most likely to include, but is not limited to: bullying (including cyberbullying), gender based violence, sexual harassment, sexual assaults and sexting. Such abuse should always be taken as seriously as abuse perpetrated by an adult. Whenever a child may have harmed another, all staff must be aware of their responsibilities to **both** children and multi-agency management of both cases must reflect this. In all aspects of life at Wychwood staff should never tolerate unpleasant comments or tones of voice when pupils are speaking to one another: any form of behaviour that might make another pupil feel uncomfortable should be gently but firmly explained as unacceptable, in public if necessary as this spreads the requirement for courteous and considerate behaviour. If incidents are reported to staff rather than being witnessed, then they should be investigated and dealt with promptly, if necessary, under the Anti-Bullying policy.

Staff should also be alert to the possibility that a child or young person who has harmed another may well also be a victim. However, the best interests of the identified victim must always be the paramount consideration and professionals should also be alert to the fact that there is likely to be a risk to children other than the current victim.

A significant proportion of sex offences are committed by teenagers and, on occasion, such offences are committed by younger children. Staff working with children, including carers of children living away from home, need clear guidance and training to identify the difference between consenting and abusive, and between appropriate and exploitative peer relationships. Staff should not dismiss some sexual behaviours as 'normal' between young people, and should not develop high thresholds before taking action.

Sexual violence and sexual harassment refers to sexual offences as described under the Sexual Offences Act 2003. This includes: rape, assault by penetration and sexual assault. The advice sets out that sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline. It is likely to violate a child's dignity, and/or makes them feel intimidated, degraded or humiliated and/or creates a hostile, offensive or sexualised environment. Sexual violence and sexual harassment can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Schools and colleges should consider the following:

- It is more likely that girls will be the victims of sexual violence and more likely that sexual harassment will be perpetrated by boys. Schools and colleges should be aware of the importance of:
 - making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
 - not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
 - challenging behaviours (which are potentially criminal in nature), such as grabbing bottoms, breasts, vaginas and penises. Dismissing or tolerating such behaviours risks normalising them.
- Children with Special Educational Needs and Disabilities (SEND) can be especially vulnerable. Disabled and deaf children are three times¹⁰³ more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children

An allegation of sexual violence or harassment will be dealt with according to KCSIE 2018.

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Where there is suspicion or evidence of peer abuse immediate action must be taken to separate the girls involved and if they are boarders who share a room alternative accommodation must be made available on suspicion until the matter is resolved. The situation will be investigated with sensitivity and appropriate action taken dependent on the results of the investigation. This may involve invocation of the anti-bullying policy.

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The line between teasing, banter and abuse is a fine one and staff should be aware that the former two are acceptable only if the recipient does not find them hurtful. Emotional abuse is much more common than is often perceived and any form of continuous or consistent or repetitive teasing or banter is likely to constitute abuse. Staff should also be aware that a single comment can be extremely hurtful and do lasting damage

Peer abuse is most likely to take place out of sight of staff and so a culture of trust is essential so that girls who feel uncomfortable with peer action can speak to a member of staff. However, at Wychwood abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

Much peer on peer abuse is gendered in its nature in that it is more likely that girls will be victims and boys perpetrators, but that all peer on peer abuse is unacceptable and will be taken seriously. Actions like sexual touching, sexual assault, initiation rites or hazing are unacceptable forms of peer abuse.

Hazing is described as any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a pupil. Hazing includes, but is not limited to, any situation which:

- Creates a risk of injury to any individual or group
- Causes discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment of any individual or group
- Involves degradation of any individual or group
- Involves humiliation of an individual or group
- Involves ridicule of an individual or group
- Involves or includes the wilful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in an organization

Hazing includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), degradation,

humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavours.

Inappropriate peer relationships also constitute peer abuse and girls at Wychwood should not exhibit public displays of heterosexual or homosexual affection. Girls over 16 may legally engage in sexual relationships but a school is a place of work and, as such, at Wychwood professional standards apply to girls' behaviour at all time. Girls are not expected to engage in any form of sexual activity at school, either heterosexual or homosexual.

Private Fostering

Private fostering' is the name for an informal arrangement made by parents and carers for a child to live with another family.

A child is automatically being 'privately fostered' if they are:

Under the age of 16 (or 18 if the child is disabled)

And

They are being cared for and provided with accommodation by someone who is not a close relative. (Close relatives are parents, grandparents, aunt, uncle or step parent (by marriage) but NOT a cousin, grand aunt or a family friend).

And

The arrangement has lasted or is intended to last for 28 days or more.

When is it private fostering?

Private fostering covers a wide range of situations. Some of the most common within Oxfordshire:

- Teenagers living with friends or extended family following problems at home
- Children who stay with another family while their own parents are unable to care for them (due to hospital admission, prison sentence, or family crisis)
- Children sent to the UK for education or health care by birth parents living overseas. This can be the case with exchange students who stay with a Wychwood family and attend school here.

It is not private fostering if:

- The carer is the child's legal parent (by birth or adoption)
- The carer has a legal order which gives them parental responsibility
- The carer is an approved foster carer and/or the arrangement was made by social services

Private fostering is legal, but not notifying the local authority where an arrangement exists is against the law.

Oxfordshire Children's Services have a duty make sure that private fostering arrangements are satisfactory. They are required to visit the child in the private foster home and assess of the suitability and safety of the home placement. Wychwood staff should report any private fostering arrangement to the DSL who will contact children's services.

Preventing Radicalisation and Extremism

Extremism goes beyond terrorism and is defined in the Government's Counter Extremism Strategy as vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of armed forces as extremism. Extremists often target the vulnerable – including the young – by seeking to sow divisions between communities on the basis of race, faith or denomination; justifying discrimination towards women and girls; seeking to persuade others that minorities are inferior; or arguing against the primacy of democracy and the rule of law in our society. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many

different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

The Wychwood staff code of conduct specifically requires staff to 'Respect the dignity, rights and opinions of others by:

- respecting cultural, ethnic and religious differences
- discouraging any form of discrimination and harassment
- valuing and acknowledging the contributions made by others in meeting school and departmental goals
- promoting equality and diversity in the workplace;

This will ensure that the duty placed upon education and other children's services by the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism will be fulfilled at Wychwood. The following guidance is written with regard to the Home Office guidance "**Channel: Protecting Vulnerable People from Being Drawn into Terrorism**" (April 2015)

<https://www.gov.uk/government/publications/channel-guidance> and "**Channel: Vulnerability Assessment Framework**" (October 2012)

<https://www.gov.uk/government/publications/channel-vulnerability-assessment>. There is no place for extremist views of any kind in our school. Our pupils see our school as a safe place where they can explore controversial issues safely and where our teachers encourage and facilitate this. As a school we recognise that extremism and exposure to extremist views can lead to poor outcomes for children and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views we are failing to protect our pupils.

Engagement:

Examples of needs, susceptibilities, motivations and contextual influences that make individuals **vulnerable** to engagement with an extremist group, cause or ideology include:

- feelings of grievance and injustice
- feeling under threat
- a need for identity, meaning and belonging
- a desire for status
- a desire for excitement and adventure
- a need to dominate and control others
- susceptibility to indoctrination
- a desire for political or moral change
- opportunistic involvement
- family or friends' involvement in extremism
- being at a transitional time of life
- being influenced or controlled by a group
- relevant mental health issues

Example indicators that an individual *is* engaged with an extremist group, cause or ideology include:

- spending increasing time in the company of other suspected extremists
- changing their style of dress or personal appearance to accord with the group

- their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups)
- attempts to recruit others to the group/cause/ideology
- communication with others that suggest identification with a group/cause/ideology

Intent to cause harm:

Not all those who become engaged by a group, cause or ideology go on to develop an intention to cause harm, so this dimension is considered separately. Intent factors describe the mind-set that is associated with a **readiness to use violence** and address what the individual would do and to what end. They can include:

- over-identification with a group or ideology
- **'Them and Us' thinking**
- dehumanisation of the enemy
- attitudes that justify offending
- harmful means to an end
- harmful objectives

Example indicators that an individual has an **intention to use violence** or other illegal means include:

- clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- using insulting or derogatory names or labels for another group
- speaking about the imminence of harm from the other group and the importance of action now
- expressing attitudes that justify offending on behalf of the group, cause or ideology
- condoning or supporting violence or harm towards others
- plotting or conspiring with others

Capability to cause harm:

Not all those who have a wish to cause harm on behalf of a group, cause or ideology are capable of doing so, and plots to cause widespread damage take a high level of personal capability, resources and networking to be successful. What the individual is capable of is therefore a key consideration when assessing risk of harm to the public. Example indicators that an individual is capable of directly or indirectly causing harm include:

- having a history of violence
- being criminally versatile and using criminal networks to support extremist goals
- having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction)
- having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

Pupils are supported in building resilience to extremism and radicalisation by use of assemblies, discussion in PHSEE and other relevant lessons and individual intervention should this be deemed necessary.

Being aware of the Prevent Duty means that Wychwood staff will raise any child who is a cause for concern with the DSL or deputy DSL. It is NOT necessary to consult with parents or pupils first if there is reasonable grounds to believe that the pupil is at risk of significant harm. The DSL or deputy DSL will consult with Children's Social Care and then decide whether to refer to the local Channel Panel. However this does not sit full time as Oxfordshire has a Counter Terrorism Local Profile that is assessed as low risk. The Prevent Duty Information from Oxfordshire County Council is available to staff in the Safeguarding Documents for All Staff as is the Revised Prevent Duty Guidance: for England and Wales

There is no Prevent Lead in Oxfordshire as Oxfordshire is not a Prevent priority area. If you suspect someone of extremism or in cases of potential vulnerability to radicalisation,

1. Call 0845 050 7666 during office hours and ask to be put through to the Oxfordshire MASH (for a child) OR
2. Contact the local police on the 101 (non-emergency) number OR
3. Use the Department for Education (DfE) dedicated telephone helpline 020 7340 7264 (see Safeguarding information for staff) OR
4. Use the DfE dedicated mailbox counter-extremism@education.gsi.gov.uk (see Safeguarding information for staff)

Relationship Abuse

For the purposes of this policy Relationship Abuse is covered under Domestic Abuse above.

Sexting

Sexting is not permitted at Wychwood. We endeavour to educate girls regularly of the dangers and abusive potential of sexting and will take action to support any child found to be involved. Girls and staff should be aware that sexting is an illegal activity. Where a case of sexting arises, the DSL and deputy DSL will take the most up to date advice from the Child Exploitation and On-Line Protection Centre (CEOP) by searching for the most recent advice on their website and act accordingly. The DSL or deputy DSL will also consult the UK Council for Child Internet Safety (UKCCIS) website for the latest advice and act accordingly. The latest advice available as of September 2016 is to be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.2439_KG_NCA_Sexting_in_Schools_WEB_1_.PDF

We would hope not to criminalise any child; whether perpetrator or victim but recognise that this may be unavoidable.

Trafficking

Wychwood School will act in accordance with the guidance *Safeguarding Children who may have been trafficked* available to all staff in the Safeguarding Documents for all Staff folder in the staff shared area. Suspicions should be reported to the DSL or deputy DSL.

Looked After Children

If Wychwood accepts a looked after child or children as part of the school, then a designated teacher will also be appointed to promote the educational achievement of those children. Wychwood School would then ensure that this designated teacher had appropriate and sufficient training.

Local authorities are the corporate parent to looked after children who leave care – so-called care leavers. The local authority under a duty to help further the education and career aspirations and ambitions of care leavers in their area, including through participation in

further education. The Wychwood DSL and designated teacher should therefore have details of the local authority Personal Advisor that has been appointed to guide and support the care leaver, and should liaise with them as necessary regarding any issues of concern affecting the care leaver.

Online/E-SAFETY

E-safety is taught to children in Information and communications technology (ICT) lessons, in PHSEE lessons, by the use of assemblies and of specialist forums. All girls sign an Acceptable Use document annually.

The internet is filtered using SOPHOS. Age-appropriate filtering is employed.

Guidance on Signs of abuse

1. Physical Abuse

There are multiple possible signs and indicators, each of which may or may not indicate abuse:

- Bruises and abrasions around the face
- Fingertip bruising
- Unexplained bruises
- Bite marks
- Burns or scalds,
- Multiple or unusual injuries
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs when hot
- Aggressive behaviour or severe temper outbursts

However concerns should also be signalled by the following:

- Injuries that need to be accounted for
- Inadequate or inconsistent explanations
- Delay in seeking treatment

2. Emotional Abuse

Some indicators:

- Over-reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol or solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

3. Sexual Abuse

This list of indicators is not exhaustive and may not in isolation be an indication of abuse:

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harming, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour
- Distrust of familiar adults, anxiety about being left with relatives, child minders, lodgers etc.

- Unexplained gifts or money
- Depression or withdrawal
- Fear of undressing for gym activities
- Sexually transmitted disease
- Fire setting

4. Child sexual exploitation

Some indicators:

- Going missing from school/home/care placement or non-attendance
- Associating with older people/adults
- Isolation from family/friends/peer group
- Physical symptoms including bruising/ Sexually transmitted infections (STIs)
- Substance misuse
- Mental health problems (e.g. self-harming)
- Unexplained possessions, goods and or money

The indicators can be spotted when speaking to the young person themselves or family/friends. Children may be too ashamed to exhibit signs or share concerns.

5. Neglect

Some indicators:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing or scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight (the same applies to weight gain, or being excessively overweight)
- Low self-esteem
- Poor dental hygiene

6. Indications that a Child is missing School

This is noted from the attendance registers taken twice daily.

Other abusive situations

- Bullying (Our Anti-bullying Policy **must** make a difference)
- Substance misusing parents
- Domestic violence
- Children and young people who sexually abuse (of the 110,000 convicted sex offenders in the UK approximately 25% are under 18 and may even be in schools)
- Child prostitution
- Female genital mutilation (FGM Act 2003).
- Forced marriages (not arranged marriages)
- Fabricated or induced illness

Allegations of abuse

Procedures for the management of allegations of abuse must be conducted with an “open and enquiring mind”, in a manner and at a pace that reflects the seriousness of the underlying charges. At the same time, care must be taken to avoid ill-considered judgements and actions, including decisions to suspend. Please also see Allegations against Staff Policy

The following points taken from the OSCB Generalist Safeguarding Training materials, July 2017, give essential guidance on what to do and what not to do:

1. **RECOGNISE**
2. Always stop and listen
3. Never make a promise
4. Keep calm, don't panic, and don't appear shocked or angry
5. Avoid making judgements
6. Avoid criticising the alleged perpetrator
7. **RECORD**
8. Do not ask leading questions
9. Make brief notes
10. Tell the child they are not to blame and have done the right thing by telling you
11. **REPORT**
12. Never attempt to carry out an investigation
13. Report the incident to the Designated Person
14. Referral to Assessment Teams / Police CAIU
15. Protect the child
16. Keep the young person informed
17. Personal support

At Wychwood senior pupils – Study I and Study II, to include all girl councillors, Study boarders and heads of bedrooms and houses – are briefed annually on appropriate action to take should they receive allegations of abuse. This takes the form of OSCB Generalist Safeguarding Training and is delivered by the DSL.

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Suspicious of abuse

If you suspect that a girl is being abused:

- make a written record of your concerns, discussions, decisions made and reasons for those decisions
- share your concerns with the DSL

All members of staff within the School should be aware of the indicators of child abuse and the procedures to be followed in suspected cases. They will be made aware of this by reading KCSIE Part 1 and Annex A and they are then required to follow those procedures. Any staff having a concern or making an allegation about school practices, or the behaviour of pupils or colleagues, which are likely to put other pupils at risk of abuse or other serious harm **is advised to** report this to the DSL who is the Head or to the Deputy Head. Any member of staff may also refer their concerns directly to the MASH via the LADO at the OSCB or to the police. If there is a risk of immediate serious harm this referral should be made immediately. In other cases the DSL should consider whether referral to the MASH is indicated or whether school action and monitoring is appropriate. If in doubt, the case should be discussed with the MASH. Where there is a valid concern, the school may not carry out internal investigation in case they thus compromise subsequent police or social services investigations. Staff who “whistleblow” in good faith will be immune from retribution or disciplinary action.

Contact Details:

OSCB Tel. 01865 815843, website address www.oscb.org.uk

(LADO

Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

Tel: Safeguarding Team: 01865 810603

Where injuries have been sustained, keep a careful note of when and how the marks were observed (e.g. when the children were changing for PE). If the child or parents themselves make reference to the marks, write down these comments – endeavouring to record the exact words used. Such references may be a thinly veiled request for help and should not be ignored.

If the child is absent from school, the absence may itself be suspicious and should also be reported: it is possible that the child has been kept away in order to hide new bruising or cuts.

Referrals

Professionals who phone local authority children's social care or MASH should confirm their referrals in writing within 48 hours. School staff are advised to inform the DSL before they make a referral to ensure that they are in full possession of all the facts. Parents do not have to be contacted for consent prior to a referral.

The advice from the Oxfordshire MASH on reporting child abuse is as follows:

Report child abuse

What to do if you think a child is at risk of abuse or neglect.

A special helpline is available if you are concerned that a child you know is being [sexually exploited](#): **01865 335276**.

Immediate danger

If you think a child is in immediate danger, call the police on 999.

Reporting abuse

If you are a child or young person and you are being abused or neglected or:

- you are concerned that a child may be suffering physical, sexual or emotional abuse or is being neglected
- or you are a parent or carer and you feel you are harming your child or are close to doing so,

please contact us on one of the following numbers:

- Office hours (8.30am-5pm, Monday to Thursday, 8.30am-4pm, Friday): Multi-Agency Safeguarding Hub: **0845 050 7666**
- Outside office hours: Emergency Duty Team: **0800 833 408**

From *Working Together to Safeguard Children (March 2015, page 11)*

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Staff should note that reporting to the MASH does NOT pass the responsibility over to the MASH until you have been assured in writing that this has occurred. Should there be no response within 48 hours, then it remains the responsibility of the DSL or reporting staff member to escalate the report. This means they should contact the MASH again and repeat the report. The time interval will depend on the seriousness of the incident being reported.

Children have said that they need

- **Vigilance:** to have adults notice when things are troubling them
- **Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon
- **Stability:** to be able to develop an on-going stable relationship of trust with those helping them
- **Respect:** to be treated with the expectation that they are competent rather than not
- **Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans
- **Explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- **Support:** to be provided with support in their own right as well as a member of their family
- **Advocacy:** to be provided with advocacy to assist them in putting forward their views

Therefore, the child's reactions, her perceptions, and wishes and feelings should be ascertained and the local authority should give them due consideration, so far as is reasonably practicable and consistent with the child's welfare and having regard to the child's age and understanding.

When deciding whether to make a referral, following an allegation or suspicion of abuse, the Head as DSL should not make the decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the LADO. This may be done tentatively and on a no-names basis in the first instance. What appears trivial at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation. Thus the School should not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

In Oxfordshire, children who have been referred are assessed according to a Threshold of Needs matrix as

Positive Universal Level 1 Strengths

Vulnerable Level 2 Needs

Children in Need/Significant Level 3 Needs

Critical Level 4 Needs

The decision as to which level of need a child is at is one taken by the MASH. The DSL will refer to the MASH and take their advice. For further information on the Threshold of Needs Matrix please see:

http://oxfordshirechildcare.proceduresonline.com/chapters/p_ox_th_nee_mat.html

INFORMATION TO STAFF

The DSL and deputy DSL at Wychwood will be guided by *Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers* (March 2015) which is available to them and all staff in the Safeguarding Documents for All Staff folder in the Staff Shared area of the School ICT network.

Volunteers and temporary staff will only be informed if they have a need to be informed and other permanent staff who have roughly equivalent standing as the temporary staff or volunteer have also been informed.

CHILD PROTECTION FILES

Where child protection or safeguarding issues exist, a child will be given a separate child protection or safeguarding file (CPS file) which will be kept in the head's office in a locked filing cabinet. Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. A copy will be retained at Wychwood School if a Child Protection or Safeguarding incident occurred while the pupil was at Wychwood.

LISTENING TO CHILDREN

At Wychwood relationships between the staff and girls are such that all girls are encouraged to speak to any member of staff with whom they feel comfortable over any issue and it is our experience that they do so. Each child has a form teacher and a progress tutor (who may be the same person) to talk to as the most immediate points of contacts. The Senior Pastoral Team has an overview of the progress team and of pastoral issues and often act as a second line of staff for girls. Girls often initially raise issues with subject teachers, house staff or Gap assistants with whom they feel comfortable.

Relationships between girls of different ages are also strong and girls will often speak to a former house mother, a current Citizen or Councillor or any member of the Study to raise an issue.

All girls have access to the school Counsellor whose contact details are advertised throughout the School and who has an anonymous contact box outside Balcony, the room on the middle landing of 74 Banbury Road – The House.

Boarders have access to a number of boarding-related help lines that are advertised in the boarding houses.

RECRUITMENT

In order to ensure that children are protected whilst at this school, and in compliance with Independent School Standards regulations and the National Minimum Standards, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

The following checks will be completed before a person takes up a position in the School:

- During interview the applicant's suitability to work with children will be discussed.
- Previous employment history will be examined and any gaps accounted for.
- An enhanced Disclosure and Barring Service (DBS) check will be obtained with barred list information for all applicants who will engage in regulated activity. Regulated activity for the purposes of Wychwood School will include all teachers, house staff, Gap assistants, office support staff, domestic staff, facilities staff and most volunteers. (This will also include identity checks to establish that applicants are who they claim to be, e.g. through birth certificate, passport, new style driving licence, etc.) The certificate will be obtained before or, as soon as practicable, after appointment. Until the check is satisfactorily completed, the individual will be appropriately supervised and a risk assessment completed. Regulated activity is as discussed in KCSIE 2018, page 30 and Annex F.
- Foreign nationals' right to work in the UK will be checked using the gov.uk website.
- Where the appointee has lived outside the United Kingdom, further checks as are considered appropriate will be made where obtaining a DBS Disclosure is not sufficient to establish suitability to work with children (such as a certificate of good conduct from the country or countries they have been living in). Where appropriate the European Economic Area (EEA) teacher sanctions will be checked using the Teaching Regulation Agency of the Department for Education (TRA) system. The School will also take note of the latest guidance from the Home Office on *Criminal Record Checks for Overseas Applicants* and *Guidance on the Employment of Overseas-Trained Teachers*.
- Teachers are checked to ensure they are not prohibited from teaching with the TRA Teacher Services System.

Historic General Teaching Council for England (GTCE) sanctions and restrictions are also checked via the TRA as there remain a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012).

- For management positions a Section 128 check will be carried out.
- Academic qualifications will be checked, where relevant, to ensure that qualifications are genuine. (Required by Safer Recruitment).
- Two satisfactory references will be requested prior to confirming employment. These

references will be verified with a telephone call to the referee.

- The candidate's mental and physical fitness to carry out the role and its associated responsibilities will be checked by means of the medical questionnaire. (Safer Recruitment).
- School governors should have an enhanced DBS check and a TRA Section 128 (Prohibition from Management) check as part of the appointment process as a governor. Governors will not be allowed unsupervised access to the pupils except in the case of former teachers who occasionally teach classes in school. Governors must also provide proof of identity before taking up their posts.
- Written notification will be obtained from any agency or third-party organisation that provide staff to the school that the agency or third-party organisation has carried out all the relevant checks on each and every candidate. Identity checks will also be carried out to ensure the person presenting themselves from an agency or third-party organisation is the same person for whom the checks have been made.

Where parents request that external professionals such as therapists or tutors teach or see girls within Wychwood this may only happen if the professional has an enhanced DBS check that can be checked against the Updates service or which falls within the 3 month rule. The three month rule is that there is **no requirement** to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked:

- In a school in England in a post:
 - which brought the person regularly into contact with children or young persons;
 - to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or
 - in an institution within the further education sector in England in a post which involved the provision of education which brought the person regularly into contact with children or young persons.
- External contractors who work regularly within school such as the school gardener must have an enhanced DBS check and must read KCSIE and the safeguarding induction documentation.

Recruitment of all staff is additionally subject to safe recruitment practices as detailed in *Keeping Children Safe in Education (September 2018)* guidance.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

For all adults who begin to live in the same premises as children/pupils (for example adult members of staff households) but are not employed by the School, there is a verifiable DBS check completed at the standard level.

The School has a satisfactory system for carrying out DBS checks on agency staff with regular contact with boarders. These staff are not given unsupervised access to boarders unless the School has written evidence that the agency has carried out the necessary checks within the last 3 months or the School has obtained a DBS check itself.

The School has taken reasonably practicable steps to carry out DBS checks on taxi drivers booked by the School to drive boarders unaccompanied by staff. In order to drive a taxi in Oxford, the City Council requires all drivers to have a DBS check. We take a copy of the DBS check for drivers of any private hire vehicles that transport Wychwood pupils.

Staff coming from overseas: the School will request a criminal record check from the country of origin/previous residence in addition to a DBS check on arrival in the UK. Where the School has short-term interns who have not been resident in the UK prior to coming to Wychwood (e.g. Swiss teaching students or ICT interns) the intern cannot take up work unless their Criminal Record check from their country of origin has been seen. A barred list check will be done but an enhanced DBS check will not be carried out. The intern will be supervised at all times.

Contractors will have their identity checked on arrival at the School. This is recorded in the Visitors Book.

VOLUNTEERS

Any volunteers in the School, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one-to-one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be DBS checked to ensure their suitability to work with children. A DBS check will not be made if the volunteer is not engaged in regulated activity as defined in KCSIE 2018.

The School will obtain assurance that staff employed by another organisation and working with the school's pupils on another site (e.g. local swimming pool, Duke of Edinburgh expeditions etc.) will have undergone appropriate child protection checks and procedures.

Should there be an allegation against a volunteer this will be referred to the Head in the first instance rather than the DSL, should the DSL not be the Head.

INDUCTION & TRAINING

As part of their safeguarding induction training all new staff at the School will read through this policy, the Wychwood Staff Code of Conduct, the Whistle-blowers Policy on the Staff Shared area (T:drive, Policies, Current Policies (CP)). They will be asked to sign to say that they have done so. The DSL will be identified. All staff are required to read Part 1 and Annex A of KCSIE 2018 during induction and to undergo Safeguarding training. There is always Safeguarding and CP training with the DSL for new staff on one of the two staff training and meeting days before term starts. All staff (teaching, volunteers, temporary and support) will be expected to attend this training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. Whole School (level 1) training will be provided for an individual usually every three years. At Wychwood the Head, as DSL, will attend training in child protection, safeguarding and interagency working, to be updated every two years. She or the deputy DSL will also attend regular OSCB meetings for independent schools. The deputy DSL will also attend training in child protection, safeguarding and interagency working, to be updated every two years.

Staff will be issued with a dated certificate to indicate that they have undergone safeguarding training for use in other schools if appropriate. A copy will be kept on each member of staff's file from December 2015.

All staff (teaching, volunteers, and support) do the on-line Channel Awareness training to enable them to identify young people at risk of radicalisation and extremism.

CONDUCT OF STAFF

The School has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. This is set out in the Staff Code of Conduct, available to parents on request from the school office.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- transporting a pupil in a private car without parental or Senior Management Team (SMT) approval
- physical interventions
- cultural and/or gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones, private emails, messaging services or social media
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

All members of staff must understand that any allegation that they have assaulted a child or placed a child at risk of harm will be dealt with through a multi-agency forum, involving the Police and Children's Services.

All staff should understand that the School will interpret 'boys' and 'girls' to include children who identify as boys or girls.

Corporal punishment is prohibited at Wychwood. It is neither used nor threatened.

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training

(See separate policy on Physical Intervention and Restraint.)

STAFF FACING AN ALLEGATION OF ABUSE (see also Allegations Against Staff Policy)

By virtue of their day-to-day contact with children, those working in education play an important role in the prevention of abuse and neglect. Moreover, such close contact also leaves education staff vulnerable to unfounded charges, whether maliciously motivated or

otherwise. Consequently, procedures for dealing fairly and thoroughly with allegations must exist. These should be applied with common sense and judgement.

Managing allegations of abuse against staff

Once an allegation against a member of staff has been made, the member of staff who has received the allegation should report immediately to the Head as DSL, who should obtain a written report of the allegation from that member of staff. The written report should be signed and dated by both the member of staff and the Head. If the Head is absent, the allegation should be passed to the Chair of Governors who will consult with the DSL or the deputy DSL as soon as possible. If the allegation is against the Head, then the chair of governors should consult the nominated governor Ms Jackie Atkins (jackie_atkins_ramsden@yahoo.co.uk) **(WITHOUT INFORMING THE HEAD) and refer to the LADO**. The person dealing with the allegation is termed the case manager. Allegations against volunteers should be made to the head. Allegations against the Head (i.e. the DSL) should be made to the chair of governors or the nominated governor.

After receiving the allegation, the case manager should initially and immediately deal with the allegation. As per KCSIE 2018, the case manager must discuss the allegation with the current LADO

Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

Tel: Safeguarding Team: 01865 810603) when an initial decision must be taken whether to make a referral under local child protection procedures established by the OSCB. A referral must be made within one working day if a potential criminal act has been alleged, or if the child indicates she has suffered, is suffering, or is likely to suffer, significant harm. If there is evidence of a possible criminal offence or serious harm, the police should be informed from the outset within one working day. In other cases the LADO can advise whether police involvement is necessary.

Every effort must be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered as per the Education Act 2011. The case manager should take advice from the LADO, police and MASH services to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any, information can be reasonably given to the wider community to reduce speculation; and how to manage press interest if and when it should arise.

The Education Act 2002 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher in a school who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions apply until the point that the accused person is charged with an offence, or until the Secretary of State or the General Teaching Council for Wales publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions are disapplied if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so. The provisions commenced on 1 October 2012.

The LADO's function is to deal with concerns over professionals working with children. Staff may go directly to the LADO but are advised to go to the DSL first. Where staff have concerns about a professional or volunteer who works with children, or they need to report

them, the LADO will be involved. A LADO covers all settings where people work with children (e.g. football clubs, church groups, child minders).

They should be made aware of all cases in which it is alleged that a person who works with children 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
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Who to contact

For allegations against staff and volunteers, including schools

LADO

Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

Tel: Safeguarding Team: 01865 810603 Donna Crozier, Safeguarding Coordinator

Tel: 01865 816382

donna.crozier@oxfordshire.gov.uk

Team number 01865 810603

LADO.SafeguardingChildren@oxfordshire.gov.uk

Social Care Safeguarding Team Contacts

Children and Families Assessment Duty Teams

- South Assessment Team - 01865 323041
- Oxford City Assessment Team - 01865 323563
- North Assessment Team - 01865 323039
- Emergency Out of Hours - 0845 050 7666

Safeguarding Service Manager

- Hannah Farncombe
Tel: 01865 815273

Referrals

In cases where a decision to make a referral to MASH services or the police service has been taken, subsequent action will be governed by local child protection procedures established by the OSCB and in accordance with *Working Together to Safeguard Children (March 2015)* <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and *KCSIE (September 2018)*

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. The guidance stresses that preliminary examinations to establish whether to make a referral should be undertaken in such a way as not to prejudice future investigations. The school will ensure that contact is made with the LADO within 24 hours of a disclosure or suspicions of abuse. Neither education staff nor governors should interfere with evidence, for example by attempting to interview the child making the allegation, other children or the member of staff against whom the allegation is made.

Under the following circumstances, a decision not to make a referral can be taken:

1. Where the allegation involves use of reasonable force to restrain a pupil.
2. Where the allegation concerns poor practice on the part of staff.
3. Where it is absolutely clear that it is impossible for the allegation to be true.

Allegations involving the use of reasonable force to restrain are to be dealt with by the Head at school level.

A determination not to make a referral is not, however, equivalent to a determination that no further action is warranted. Only when the allegation is wholly unfounded or of a trivial nature should there be no further action.

In other instances, further assessment of the situation should be undertaken. Where a decision has been reached not to make a referral, but where further action is called for, this will be dealt with under the School's own disciplinary procedures.

False Accusations (see Allegation against staff policy)

In the event that an initial determination is made that the allegation is "demonstrably false" the Head, after consultation with the alternate designated teacher, should inform the member of staff against whom the allegation has been made, both orally and in writing, of the facts of the allegation, indicating that no further action is going to be taken.

With regard to the child making the accusation, the guidance stresses that demonstrably false accusations of abuse against members of staff may be indicative of abuse being perpetrated by others. In light of this, inter-agency referral may be the best course of action. In any event, consideration should be given to recommending counselling for the child, and to the possibility of other subsequent action, particularly if the false allegation is deemed to have been malicious. The Head should then inform the parents or carers of the child of the facts of the allegation and its disposition.

Even where the allegation was not made by the alleged victim, consideration should still be given to informing the parents and carers of the facts of the allegation and its disposition.

When parents and carers are informed they should also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002.

Finally, the Head should prepare a written report detailing the communications that have been made, and providing reasons for the conclusion that the allegation was "demonstrably false".

Allegations against the Head

In the event that the allegation of abuse has been made against the Head to the Chair of Governors and the nominated safeguarding governor, the role taken by the Head in receiving the report of the allegation and making the initial decision as to referral is assumed by the nominated governor Ms Jackie Atkins. (jackie_atkins_ramsden@yahoo.co.uk) The report should be made without informing the Head. This will then be referred to the LADO. Staff may contact the LADO directly but should also inform the safeguarding governor.

Situations where further school action is deemed appropriate fall into two classes:

1. Those where a referral has been made.
2. Those to be conducted solely under school disciplinary procedures.

Internal and external investigations

Disciplinary procedures should be clearly distinct from any investigation conducted under referral, whether that referral has caused a police investigation or OSCB child protection investigation. Either type of external investigation should also take precedence over any internal disciplinary proceedings, and be conducted first. The nominated governor should

not conduct concurrent internal and external investigations in case the external investigation is prejudiced.

Suspension

It is possible that the LADO, child protection agency or police may request suspension of a member of staff as a protective action. Such decisions remain with the Head and Governing Body.

Decisions to suspend a member of staff should not be made automatically on the basis of an allegation alone. Suspension is not to be considered a disciplinary penalty, and consequently will be on full pay. Voluntary alternatives to suspension, including paid leave of absence and alternative duties may be considered.

Suspension would be appropriate where a child is at risk. Consequently, where a decision has been taken to make a referral, suspension is a likely outcome. Suspension is also deemed to be appropriate when the conduct alleged is so egregious that dismissal for gross negligence is possible, or when it is deemed necessary during the conduct of an external investigation.

Where consideration is being given to suspension, an interview should be conducted with the member of staff against whom the allegation has been made. The member of staff should seek advice from his or her trade union, and is entitled to bring a trade union representative to the interview. If the member of staff is not a member of a trade union, he or she may be accompanied by a friend. The member of staff should be informed of the allegation and of the possibility of suspension. He or she should be provided with all possible information not prejudicial to the conduct of the investigation. During the interview, the reasons for the possible suspension should be set out, and the member of staff should be given the opportunity to respond. If a decision to suspend is taken, the member of staff should be so advised, and be sent written notification, setting forth the reasons, within one day of the initial oral notification.

Should the member of staff suspended be a member of the boarding team, then alternative accommodation must be found for that member of staff until the issue is brought to a close. The member of staff would then be allowed back into the boarding house alone only if cleared. If not cleared, then they would be required to pack under close supervision and then required to vacate the boarding house, returning all keys and other means of access. The keypad codes would then be changed.

The School has a duty to support the individual employee named in the allegation. The suspended member of staff should be provided with the name and contact details of someone who will act as an information channel. Another member of staff may also be named (the named contact) to provide the suspended member of staff with relevant information regarding conditions at the School. In any event, the suspended member of staff should be regularly updated on the progress of the case. The contact details for the named contact should be supplied to the suspended employee at the point of suspension.

Following a suspension, formal notification should be made in writing to the Chair of the Board of Governors. A report should also be given to the entire governing body, setting out only the minimum necessary information so as not to prejudice any future appeal. Pupils and their parents should also be informed of the suspension where appropriate. If a member of the boarding staff is suspended pending an investigation of a child protection nature, arrangements will be made for alternative accommodation away from the pupils.

Following a suspension, if the case manager is concerned about the welfare of other children in the community or the teacher's family, those concerns should be reported to the designated officer(s), children's social care or the police.

If a decision to suspend the member of staff is not taken, a follow-up meeting should take place wherein the member of staff is informed of the factors leading to the consideration of suspension. During this meeting, the member of staff should be informed of any subsequent actions to be taken, which may include further investigation of the incident as part of possible disciplinary proceedings. Inquiries should also be made regarding the member of staff's need and desire for support, including counselling. Again, the member of staff is entitled to be accompanied by a union representative or friend.

Prior to the procedures regarding suspension, but after a decision to make a referral has been taken, a "strategy discussion" will be held to share information and plan the course of action under OSCB safeguarding procedure. This discussion should include consideration of whether other children may be at risk in light of the allegation and review of any earlier allegations. The guidance advises those involved in the process to balance the needs of the investigation against those of the accused member of staff, being mindful of the possibility of a false accusation. Again, where the allegation is against the Head, the Head is replaced by the designated governor.

Information Sharing

In a strategy discussion or the initial evaluation of the case, the agencies involved should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim.

Where the police are involved, wherever possible the Head should ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the employer disciplinary process. This should be done as their investigation proceeds and will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.

MASH personnel should adopt a similar procedure when making enquiries to determine whether the child or children named in the allegation are in need of protection or services, so that any information obtained in the course of those enquiries which is relevant to a disciplinary case can be passed to the employer without delay.

Criminal conduct

In cases involving possible criminal conduct, the police may wish to interview those involved in the matter prior to their notification by the School. Full co-operation with police enquiries should be given.

Where police wish to conduct interviews, such interviews would not take place at the School in the ordinary course.

Disciplinary proceedings

Where a decision not to make a referral has been taken, or when the police or child protection agency has decided further action on their parts is not warranted, school-based disciplinary proceedings may still be appropriate. In such instances, an investigation should

be conducted. This should be a fact-finding exercise, not designed either to prove or disprove the allegations made. All information collected during such an internal investigation should be made available to the parties to the matter. No undertakings of confidentiality should be given.

If, during the course of an internal disciplinary investigation, further evidence comes to light indicating that the matter should be referred, the internal disciplinary investigation should be halted, with further investigation conducted by the police or under child protection procedures. The internal investigation should only resume after confirmation from the relevant agency that such an investigation would not interfere with police or child protection investigations.

Interviews should be held as soon as is practicable, at locations and times designed to facilitate the process. Those to be interviewed should be given the option to be accompanied, and should have the purpose of the interview explained to them. The interview should lead to the preparation of a written statement, to be signed and dated by the person interviewed.

The member of staff against whom the allegation is made should also be interviewed. Prior to the interview the member of staff should be informed of his or her rights under the school disciplinary policy, including the right to representation. He or she should be informed of the allegation made against them, and be provided with the opportunity to respond. He or she should also have the opportunity to add any witnesses to the list of people to be interviewed. A full written record of the interview should be prepared, which the member of staff should sign and acknowledge as a true record.

The interview with the child making the allegation should be conducted within the same structures that guide receiving the initial allegation. The child should be listened to and their report of the events should be taken down, but care should be taken not to insert leading questions, interpretations or assumptions into the interview.

Again, confidentiality should not be promised, and children and their parents should be informed that statements may be made available to the police. If statements are made pursuant to a police investigation, such statements may only be made available for disciplinary proceedings with the consent of the police and the authors of the statements. Following completion of the interview process and a full examination of the relevant evidence, a written report should be prepared, on which a decision will be taken as to subsequent action.

Once a decision has been reached, a meeting should be scheduled to inform the member of staff against whom the allegation has been made of the outcome of the investigation and what subsequent disciplinary action, if any, is contemplated. If the member of staff has been suspended pending the outcome of the investigation and no further action is to be taken, an immediate lifting of the suspension is warranted. In all cases except that of dismissal, the option to obtain counselling should be afforded to the member of staff.

The following definitions from KCSIE (September 2018) should be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;

- **Unsubstantiated:** there is insufficient evidence either to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.
-

Records

Allegations found to be malicious will be removed from personnel records. Records will be kept of all other allegations, but any that are not substantiated, are false or malicious will not be referred to in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference.

Where disciplinary action has been taken against a member of staff, this record becomes part of the member of staff's personal and confidential file. If the disciplinary proceedings result in termination of the member of staff's employment, or if he/she resigns prior to the completion of the proceedings, he/she must be informed that, as is statutorily required, details of the case will be reported to the DBS. This may result in further referral to the Teaching Regulation Agency of the Department for Education (TRA) which in turn may result in a Prohibition Order. A prohibition order may be appropriate in cases of 'unacceptable professional conduct', conduct that may bring the profession into disrepute or a 'conviction at any time for a relevant offence.' A written record of the outcome of the investigation should be retained in the file of the pupil making the allegation, in the section not open to disclosure, along with a written copy of the pupil's statement.

Following completion of the process, the Head or the nominated governor should consider whether any general issues have been raised which might inform a review of policies or further training of staff.

Any deficiencies or weaknesses in Child Protection arrangements will be remedied without delay.

REPORTING TO THE DISCLOSURE AND BARRING SERVICE

The School will report to the DBS any person (whether employed, contracted, a volunteer or a pupil) whose services are no longer used because he or she is considered unsuitable to work with children. The Disclosure and Barring referral form (Updated February 2016) should be used:

(<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>)

Schools and colleges have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

REPORTING TO THE TEACHING REGULATION AGENCY OF THE DEPARTMENT OF EDUCATION (TRA)

Where a teacher has been dismissed or would have been dismissed had he or she not resigned then consideration will be given to making a referral to the TRA. In cases where there has been 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or a 'conviction at any time for a relevant offence' then a prohibition order may be appropriate.

ADDENDUM

Abuse of trust

The Sexual Offences Act 2003 extended the criminal offence of abuse of trust.

An abuse of trust can only occur within a relationship of trust. A relationship of trust exists where, as a consequence of the nature of the activity taking place, a teacher, other member of staff or gap student is "in a position of power or influence over a pupil or student". The guidance is informed by the principle of equality, under which no sexual relationship is acceptable within a relationship of trust due to the unequal positions of the parties. Sexual relationships conducted within relationships of trust also distort the appropriate teacher-pupil relationship, which should exist free from "fear or favour".

All sexual relationships within a relation of trust, regardless of the sexual orientation of the parties to the relationship, are unacceptable. Both women and men can abuse a relationship of trust. It is therefore vital to create a "culture of openness" within educational institutions, such that staff feel free to share their concerns.

With this in mind, care must be taken to avoid misunderstandings as to the nature of a relationship. The goal of raising a concern should always be to prevent a situation from arising which could detrimentally affect a pupil and destroy a member of staff's career.

If a member of staff has a concern, good practice suggests that a contemporaneous record of the circumstances surrounding the area of concern be kept, and that concerns should be reported to a person in a supervisory position. If a member of staff is concerned that he or she is involved in a relationship that is developing toward a situation which might constitute an abuse of trust, the guidance advises not to allow the relationship to develop further. The member of staff should then seek confidential advice from a trade union, head of department, or the Head. If the member of staff is concerned that a pupil is providing the impetus to move the relationship into an unacceptable area, they should keep a contemporaneous record and report the situation.

Along similar lines, if a member of staff feels that any of their actions may have been misconstrued, he or she should make a contemporaneous record, report the circumstances and seek professional advice.

A similar course of action is recommended for members of staff who have concerns regarding the behaviour of other members of staff.

Relevant Legislation

Education

- The Children Act 1989 and 2004
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The Further Education (Providers of Education) (England) (Regulations) 2006
- The Education (Pupil Referral Units) (Application of Enactment) (England) Regulations 2007 as amended by SI 2010/1919, SI 2012/ 1201, SI 2012/1825, SI 2012/3158
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- The Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962

- The Education (Non-Maintained Special Schools) (England) Regulations 2011

Police

- Police Act 1997
- The Police Act 1997 (Criminal Records) Regulations 2002, as amended
- The Police Act 1997 (Criminal Records) (No 2) Regulations 2009, as amended

Other

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Common Law Duty of Care
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Working Together to Safeguard Children 2015
- Keeping Children Safe In Education July 2015

Appendix 1 - Key Contacts

OSCB: 01865 815843

Email: oscb@oxfordshire.gov.uk

Alison Beasley – Designated Officer (LADO)

Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

Tel: Safeguarding Team: 01865 810603

Multi-Agency Safeguarding Hub (MASH): 0845 0507666

Oxford City Social Care team: 01865 328563

Oxford City Locality Social Workers

North 01865 323039

City 01865 328563

South 01865 323041

Emergency Duty Team 0800 833 408

Appendix 2



Wychwood School

SAFEGUARDING AND PREVENT DUTY INFORMATION FOR STAFF



Tel: 01865 815843 E: oscb@oxfordshire.gov.uk

Multi-Agency Safeguarding Hub (MASH) on 0845 0507666
mash-childrens@oxfordshire.gcsx.gov.uk

Children's Social Care Teams;

Oxford City – 01865 328563;

North Oxfordshire (including Banbury, Witney, Bicester, Carterton and Woodstock) – 01865 323039;

South Oxfordshire (including Faringdon, Wantage, Thame, Didcot and Henley) – 01865 323041.

Emergency Duty Team – 0800 833 408

Kingfisher Team (Child Sexual Exploitation) 01865 335276. (Out of hours calls to this number will be diverted to the Thames Valley Police Referral Centre).

To report concerns about a professional or person in a position of trust, contact the Local Authority Designated Officer (LADO) to report an allegation:

Alison Beasley – Designated Officer (LADO)

Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

Tel: Safeguarding Team 01865 810603:

In cases of potential vulnerability to radicalisation, call 0845 050 7666 during office hours and ask to be put through to the Oxfordshire MASH (for a child) or the Social and Health Care Team (for an adult).

Non-emergency Police contact: telephone 101

Forced Marriage Unit Contact details: Email: fmufco@fco.gov.uk; Tel: +44 (0) 20 7008 0151

DfE telephone counter-extremism helpline for staff and governors (09.00-18.00): 020 7340 7264 or counter-extremism@education.gsi.gov.uk

NSPCC whistle-blowing helpline: 0800 028 0285 or help@nspcc.org.uk for staff who feel unable to raise concerns regarding child protection internally.

Appendix 3 – Role of the DSL (Based on Annex B of KCSIE, September 2018)

Role of the designated safeguarding lead

The designated safeguarding lead is the Head Mrs Andrea Johnson. She should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Deputy designated safeguarding leads

The Deputy DSL is the deputy Head Ms Bridget Sherlock. She will be trained to the same standard as the designated safeguarding lead.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead; this **lead responsibility** should not be delegated.

Manage referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required within one working day.

Be informed whenever staff make referrals to statutory agencies.

Work with others

- Liaise with the deputy DSL to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" (as per Part four of KCSIE 2018) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- act as a source of support, advice and expertise for all staff.

Undertake training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;

- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Obtain access to resources and attend any relevant or refresher training courses; and
- 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.

Raise Awareness

- The designated safeguarding lead should ensure the school or college's child protection policies are known, understood and used appropriately;
 - Ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
 - Ensure the 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 or college in this;
- and
- Link with OSCB to make sure staff are aware of training opportunities and the latest local policies on on local safeguarding arrangements.

Child protection file

- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

- During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, at Wychwood the DSL and deputy DS are always available by phone or e-mail during school hours, out of school hours and at weekends.
- The in-school contact for overseas trips will always have the contact details for the DSL or deputy DSL.