

Safeguarding and Child Protection

At Brampton Abbots & Bridstow CE Primary Schools every child's welfare is our paramount concern

June 2016

Designated Safeguarding Lead (DSL)

Designated Teacher for Looked After Children (LAC)

PREVENT Officer

Dan Brearey – Headteacher of both schools.

Deputy Designated Safeguarding Leads (DDSL):

Sara Herriot – Deputy Headteacher, Brampton Abbots CE Primary

Andy Pullen – Deputy Headteacher, Bridstow CE Primary

Nominated child protection governors:

Kim Sandman – Chair of Governors, Bridstow CE Primary

Dawn Brown – Curriculum/Personnel Committee Member, Brampton Abbots CE Primary

1. Introduction and Context

1.1 Brampton Abbots & Bridstow CE Primary Schools are committed to ensuring the safety and well-being of all children. They adhere to the legal framework;

- Working Together to Safeguard Children (DfE March 2015)
- The Education Act 2002 s175/s157.
- Dealing with Allegations of Abuse (DfE October 2012).
- Keeping children safe in education: Statutory guidance for schools and colleges (May 2016)

1.2 It is acknowledged that abuse can happen within a family or within an agency whose role is to support and protect children/young people but any child can be vulnerable to such abuse. It is the responsibility of us all, irrespective of our cultural or work background, to put the welfare of children and young people first and to recognise indicators in children and behaviours towards children that can mean that a child/young person is at risk.

1.2 In order to protect children from emotional, sexual, physical abuse and neglect it is important that the procedures contained in this document are followed and that every effort is made to support the pupils. Brampton Abbots & Bridstow CE Primary Schools have a multi-agency approach with its partners in Herefordshire, to ensure that children are safeguarded with a shared objective to keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in, and promote well-being in.
- Identifying children and young people who are suffering, or are likely to suffer, significant harm and taking appropriate action with the aim of making sure they are kept safe at home and at school.
- Linking directly to Herefordshire Safeguarding & Child Protection Board (HSCB)

1.4 This document will be made available through a shared electronic medium and it will be available on the school's safeguarding noticeboard

1.5 All staff and governors are expected to make themselves familiar with 'Keeping children safe in education' (May, 2016) and 'Working together' (2015) and apply the Safeguarding and Child Protection policy as soon as possible after the date of release. Mechanisms (i.e. CPD opportunities, staff briefings/meetings) are in place to assist staff to understand and discharge their roles and responsibilities.

2. Definition

2.1 This policy adopts the definition used in 'Keeping children safe in education' (2016) which focuses on

safeguarding and promoting children and young people's welfare and can be summarised 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, and;
- Taking action to enable all children to have the best outcomes.

3. Aims

3.1 This policy will contribute to the prevention of abuse by:

- Clarifying standards of behaviour for staff and pupils;
- Introducing appropriate work within the curriculum;
- Developing staff awareness of the causes of abuse;
- Encouraging pupils and parental participation in practice; and
- Addressing concerns at the earliest possible stage. This policy will contribute to the protection of our children by:
 - Including appropriate work within the curriculum;
 - Implementing child protection policies and procedures; and
 - Working in partnership with pupils; parents and agencies.
 - Directing concerns about pupils in specific circumstances (e.g. pupils at risk from being drawn into extremism) to relevant government guidance.

3.2 This policy will contribute to supporting our children by:

- Identifying individual needs; and where possible
- Designing plans to meet needs.

3.3 This will involve developing and supporting the 'early help process'. 'This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.' (KCSIE, 2016)

4. Types of abuse and neglect

4.1 Please read page 11 of [Keeping Children safe in education](#) (May 2016) for full details of the types of abuse and neglect. It is worth noting that these issues are rarely standalone. In most cases multiple issues will overlap.

5. Identifying concerns

The following list outlines signs, which should raise concerns about a child. Some of these may have some other possible explanation, but a cluster of these signs should indicate consideration of possible Child Protection/Safeguarding issues, and should be reported.

- Unexplained injuries with inconsistent / unlikely explanations.
- A pattern of injuries, even if minor - e.g. bruising, particularly if fingertip or hand shapes are in evidence.
- Indications that a child is fearful of an adult/adults.
- Indications that a child is fearful of certain situations.
- Noticeable change in behaviour/moods.
- Frequent tummy-aches.
- Wetting, or going to the toilet frequently – where this is a change to the child's usual behaviour.
- Deterioration in concentration or behaviour.
- Sexualised behaviour inappropriate to the child's age or stage of development.

It is sometimes difficult to decide whether certain behaviour from one child to another constitutes normal 'experimentation', bullying or child abuse.

The government guidance '[What to do if you think a child is being abused](#)' is a useful guide

6. Attendance

6.1 Both schools will keep attendance registers (updated twice a day) for all children on roll.

6.2 Should a child move, they will not be taken off roll until we have had direct contact with their new school and a UPN is given.

6.3 The Local Authority will be informed of any children removed from the admission register where the pupil:

- Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
- Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

6.4 The school will inform the LA of any pupil that fails to attend regularly, or has been absent with the school's permission for a continuous period of 10 school days or more (see Attendance Policy for more detailed information)

7. Roles and responsibilities

7.1 Staff are trained to recognise and act upon all child protection concerns promptly.

7.1.1 All staff and governors have received the Universal, Targeted and Specialist Training as outlined by the HSCB Training Pathway (this will include the PREVENT duty):

- All staff will be briefed, annually on the key expectations as set out in this policy.
- An annual review of training needs will identify any staff that will need basic or advanced training and appropriate steps will be taken to redress the gap.
- All new staff will be DBS checked at Enhanced Level as well as Disclosure by Association guidance
- Safeguarding and child protection updates will be shared via staff meetings, staff briefings, emails and e-bulletins (as required).

7.1.2 In the event that a child makes an allegation of abuse about an adult or another child or young person, a member of staff should:

- Listen to the child and let the child know that they may need to tell someone else, in order to safeguard the child or others from harm and secure the help they may need.
- **Never make a promise to keep what they have been told a secret;**
- Listen to them and/or closely observe their presentation and behaviour;
- Let them know that what they are saying is being taken seriously;(e.g. through focused listening skills)
- Never attempt to question or interview them themselves;
- Keep a record of concerns in order for the police or Children's Services to investigate the matter correctly and retrieve information accurately.
- Inform the DSL or DDSL either directly or via the internal reporting system.

7.2 Staff Must:

- Make it clear that conversations are not confidential and information disclosed by the child in confidence may have to be acted upon and shared with other people.
- Act promptly with regard to any allegations and disclosures and alert the designated safeguarding officer

- Ensure that, notwithstanding the obligation to disclose information to the designated Safeguarding officer, the information is treated sensitively. Appropriate steps should be taken to ensure that information is not discussed publicly within the hearing of pupils or visitors.

7.3 All staff need to be alert to the signs of abuse (physical, sexual, emotional, neglect) self-harm, pregnancy, concerns about possible 'forced' marriages, female genital mutilation, pupils at risk of being influenced by extremism/radicalisation and young carers at risk of socio-economic factors which may affect their development.

7.4 Sometimes a member of staff may just feel concerned about a child and be uncertain whether to share these concerns or not. In this situation the member of staff should always raise the concerns with the DSL or DDSL. Teachers must personally report to the police a disclosure that FGM has been carried out (in addition to liaising with the DSL).

7.5 Designated Safeguarding Lead (DSL):

- The DSL (and in their absence the DDSL) is responsible for oversight of child protection activity.
- Where the school has concerns about a child, the DSL/DDSL will decide what steps should be taken. Should a referral to an outside agency be necessary they will follow the Herefordshire Safeguarding Board procedures and refer to the MASH team (01432 260800). They may need to discuss this referral with the child and, if it is deemed appropriate and does not place the child at risk, the parents.
- Child Protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the DSL/DDSL feels their having knowledge of a situation will improve their ability to deal with an individual child and/or family.
- Child Protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child; the school will not keep family files. Files will be kept for at the least the period during which the child is attending the school, and beyond that in line with current data legislation.
- **No disclosure must be made to a parent if this would put the child at risk of significant harm.**
- If a pupil moves from our school, child protection records will be forwarded on to the DSL at the new school, with due regard to their confidential nature. Transferring schools will forward child protection records to their new destination in their entirety and will not photocopy any documentation contained in the file. Schools are permitted to keep a copy of the chronology sheet for their own records. Contact between the two schools may be necessary, especially on transfer from primary to secondary schools.
- If a student is permanently excluded and moves to a student referral unit, child protection records will be forwarded on to the relevant organisation.
- The DSL/DDSL should have updated training at least every 2 years. In addition, they should keep up with safeguarding developments, at least annually.
- To liaise, when necessary and appropriate, with the 'virtual schools headteacher' for LAC (01432 260579 or virtualschool@herefordshire.gov.uk).
- When a DSL/DDSL resigns their post or no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.

7.6 The Governing Body

- The nominated governor is responsible for liaising with the Headteacher/DSL over all matters regarding child protection issues. The role is strategic rather than operational and will not be involved in concerns about individual pupils. The governor will check that all staff have read 'Keeping children safe in education' May 2016
- The governing body and SLT will ensure that the school:
 - Has a child protection policy in accordance with the procedures of Herefordshire Safeguarding Children Board.
 - Operates, "safer recruitment" procedures and ensures appropriate checks are carried out on all new staff and relevant volunteers.
 - Ensures that the DSL/DDSL attend appropriate refresher training every two years.

- Ensures that all other staff who work with children receive appropriate safeguarding and child protection training which is regularly updated (annually) and child protection updates, as required.
- Ensures that temporary staff, volunteers and visitors to the school are made aware of the school's arrangements for child protection and their responsibilities.
- Remedies any deficiencies or weaknesses brought to their attention without delay.
- Have procedures for dealing with allegations of abuse against staff/volunteers.

8. Working with other agencies to protect children

8.1 In general the school will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. However there may be occasions when the school will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

8.2 Following a referral, MASH have a duty to decide (within one day) on action to be taken and to inform the referrer of that decision. If deemed to be a Child Protection Safeguarding issue a core assessment will be carried out and information about the child will be sought from school and other agencies. This all depends on if the case is seen as a section 47 or section 17. An initial assessment maybe conducted or a strategy meeting, if it is section 47, prior to core assessment.

8.3 Whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm, a Strategy Discussion/Meeting will be called. A representative from the school should attend. If a school representative is unable to attend, documents will be sent to the meeting and an educational representative from MASH would represent the school. This is the expected procedure if the school had made the referral.

8.4 Many cases are resolved with advice and support to parents; other cases however may require much longer involvement. Where identified risk remains, court proceedings may be taken or arrangements made for the child to be cared for by other members of the family or foster carers. Where children continue to live in situation of risk, a Child Protection Safeguarding Conference may be called.

9. Support given to the child or children making an allegation and their parents

9.1 The DSL/DDSL will discuss and follow the Assessment Team Manager's advice in relation to:

- Any need for medical examination or treatment for the child. (In all but urgent situations this will be further discussed at a strategy meeting).
- Any immediate protection which may be needed for a child who has been abused, a child who has been given information about abuse or a child against which an allegation has been made. (Any of these may now be at risk).
- Any further support deemed necessary and appropriate for the child, other children who may be at risk and their families.

9.2 The support offered to a child making an allegation will almost certainly involve allocating an appropriate member of staff, as far as possible, a person chosen by the child to stay with him/her. The DSL/DDSL in consultation with Social Services will ascertain whether any other person should have information about the allegation. Staff supporting a child should ensure that they listen and support the child but do not probe or ask questions, if the child does disclose more information the staff should record what they say in writing. Staff should also record in writing any unusual behaviour displayed by the child following the allegation.

10. Common Assessment Referrals (CAF)

10.1 Link: hscb.herefordshire.gov.uk

10.2 What to do if you have concerns about a child

The CAF procedure is designed to help professionals understand what to do if they have concerns about a child and to find out whether the child has additional needs or needs that mean they have been, or are likely to be, significantly harmed.

In Herefordshire we are clear that children with different levels of need will be responded to appropriately by the range of agencies who work with them. The information below is based on national government guidance and shows how different levels of need should be addressed.

Level 1 - Universal services

No additional action needed

Level 2 – Targeted services (additional needs)

Consider assessment using CAF (CAF advisors can help with this)

Common Assessment Framework (CAF)

Levels 3/4 – Specialist Services (acute/ complex needs)

Consider referral using multi-agency referral form Appendix F

For detailed information on making a referral and the form contact the Herefordshire CAF team

Before any CAF referral is made the DSM should be notified

10.3 The Child Protection Safeguarding Conference (ICPC) is an opportunity for all professionals with the family to consult about how the child may best be protected and in particular, decide whether the child should be subject to a Child Protection Plan (historically this was referred to as the child being placed on the Child Protection Register).

10.4 It is clearly very important that a representative of the school attends the conference if at all possible. Details of children in receipt of a Child Protection Plan are held by the Social Care teams – these details all the children (resident in the area) who are considered to be of continuing risk of significant harm and for whom there is a Child Protection Plan. The first Child Protection Safeguarding Review Conference will be called within three months and reconvened every six months to ensure that momentum is maintained in the process of safeguarding the registered child.

10.5 If a child is subject to a Child Protection Plan (CPP), a Key Worker (Social Worker) and a Core Group will be appointed. Whenever possible a representative of the school should be a Core Group member. An outline Child Protection Safeguarding Plan will be drawn up and the Core Group will be responsible for meeting regularly to implement it.

10.6 When a child is subject to a CPP, the school's DSL must decide who needs to be told. This should be on a 'need to know' basis, but should include personnel who monitor attendance, who have day-to-day responsibility for their education and any pastoral staff who may be working with the child.

11. Multi-agency work

- The school works in partnership with other agencies in the best interests of the children. This may involve working with families as part of the 'early help' process. Therefore the school will, where necessary, liaise with the school nurse, and make referrals to MASH 01432 260800. Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their practice supervisor or team manager.
- The school will co-operate with any child protection enquiries conducted by Children's Social Care. Furthermore the school will ensure representation at appropriate inter-agency meetings such as initial and review child protection conferences, core group meetings and integrated support plan meetings.
- **Where a child in school is subject to an inter-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, the school will contribute to the preparation, implementation and review of the plan as appropriate.**

12. A Safer School culture

12.1 Safer Recruitment (See Appendices)

- The school pays full regard to 'Keeping children safe in education' (DfE,2016). Safer recruitment

practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking appropriate checks through the Disclosure and Barring Service (DBS) as well as Disclosure by Association. All staff and volunteers will receive enhanced level DBS checks.

- All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.
- The DLS has taken the safer recruitment training. They will be involved in all staff / volunteer recruitment processes and sit on the recruitment panel.

12.2 Staff support

- The school recognises the stressful and traumatic nature of child protection work and supports staff by providing an opportunity to talk through their anxieties with the DMS/DDMS and to seek further support as appropriate.

12.3 Physical Contact with Pupils/Restraint.

- Brampton Abbotts & Bridstow CE Primary School recognise that staff only need to intervene physically as a last resort. Physical intervention will be used when an individual poses an immediate risk to themselves, others or school property. Physical intervention will be used in line with the government guidance contained in Behaviour and discipline in schools (February 2014). At all times physical intervention must use the minimum amount of force for the minimum amount of time necessary to prevent injury or damage to property.
- We understand that physical intervention that causes injury or distress to a child may be considered under safeguarding or disciplinary procedures if staff have not acted in accordance with the point above.

13. Allegations Against Staff

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations of abuse will be made against members of their staff or volunteers. Allegations will usually be that some kind of abuse has taken place. They can be made by children and young people and they can be made by concerned adults.

13.1 Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has taken place
- Something happens to a child that reminds them of an event that happened in the past. (The child is unable to recognise that the situation and the people are different).
- Children can misinterpret your language or your actions because they are reminded of something else.

13.2 If a complaint is made please:

- Make sure that the child in question is safe and removed from the person alleged to have abused the child
- Contact Herefordshire Council's Designated Officer (DO) by phone or email:

Telephone: 01432 261708

Secure email: lado@herefordshire.gcsx.gov.uk

- The HSCB website has information on policies and procedures: Managing Allegations Against Professionals www.herefordshire.gov.uk/hscb.
- Contact the MASH Team/West Mercia Police.
- Contact the parents or carers of the child if advised to do so by the social worker/police officer in charge of allegations.

13.3 Irrespective of any investigation by the DO or the Police, you should follow the appropriate disciplinary procedure; consideration needs to be given as to whether the alleged abuser should be suspended from attending the setting until the outcome of any investigation is clear.

13.4 DOs are involved in the management and oversight of individual cases where it is alleged that a person working with children (including a volunteer) has:

- behaved in a way that has harmed a child, or may have harmed a child or
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

13.5 An allegation of abuse may involve a member of the school staff. In these circumstances the allegation MUST be reported to the Headteacher immediately.

13.6 On receipt of such an allegation the head teacher will contact the Local Authority's Designated Officer (DO). The school must not investigate allegations of abuse until the DO has been informed.

13.7 If the allegation concerns the head teacher, the member of staff receiving the allegation MUST speak immediately to the Chair of Governors.

Further information and details of guidance and procedures can be found in the LA's joint safeguarding procedures at <http://hscb.herefordshire.gov.uk/for-professionals/policies-procedures/#LADO>

14. Pupils in specific circumstance

14.1 Brampton Abbots and Bridstow CE Primary Schools will follow the government guidance contained in the documents below when dealing with children in specific circumstances:

[Child sexual exploitation \(CSE\) – see also below](#)

[Bullying including cyberbullying](#)

[Domestic violence](#)

[Drugs](#)

[Fabricated or induced illness](#)

[Faith abuse](#)

[Female genital mutilation \(FGM\) – see also below](#)

[Forced marriage](#)

[Gangs and youth violence](#)

[Gender-based violence/violence against women and girls \(VAWG\)](#)

[Mental health](#)

[Private fostering](#)

[Peer-on-Peer abuse](#)

[Radicalisation](#)

[Sexting](#)

[Trafficking](#)

['Honour based' violence \(HBV\) – see page 53 of KCSIE, 2016](#)

14.2 Additional barriers can exist when recognising the abuse of pupils with SEND. In some cases, these pupils can have additional needs that make it hard for them to recognise inappropriate behaviours, communicate with members of staff about concerns and be vulnerable due to physical or mental conditions. Staff should be conscious of the specific needs of all learners, including those with SEND, that might make an individual more vulnerable (as outlined above) and consider whether physical or mental signs might indicate possible cases of abuse/neglect in any form.

15. Monitoring and Review

15.1 The suitability and effectiveness of the policy will be reviewed once every 12 months by the Standards Committee. This review will take the form of a short paper on significant events and their outcomes over the 12 months. This policy document will form the backdrop to that discussion.

15.2 Key Performance Indicators are:

- Children will feel safe and supported by the school.
- Support will be put into place in a timely and effective manner.
- Children identified as “at risk” will make comparable academic progress to their peers.

Date established by the governing body: _____

Date for review: 1 year or in relation to legislative change

Due for review: July 2016

Appendix 1 Summary Guidance for Staff

Any staff member to whom allegation of child abuse is made or observes such abuse must:

Listen to a child that is telling or indicating that something abusive has happened to him/her or someone else.

Allow the child to tell you as much as they want to **without** interrupting. Remember you will need to record this.

Limit any questions to clarify what happened and **strictly avoid** leading the child by making suggestions or introducing your own ideas in the questions. Do not try to investigate further.

Tell the informing child that you will make sure that the right people will follow up what they have said.

Reassure the child that a person of their choice will support them if at all possible.

Ask them if there is anything that they immediately need to make them feel safe and assure them that staff will try as far as practicable to follow their wishes.

Refer the matter immediately, with all relevant details, to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Record in writing as soon possible what you have been told/observed, using the exact words by the informant and yourself including any questions and answers including date, time, place as well as any observable behaviour. Use either the 'pink pastoral concern' form (Brampton Abbots) or the central 'Pastoral Concern record' on the shared drive (Bridstow).

Confidentiality

Children should not be promised confidentiality as there may be a disclosure of alleged abuse and it will be necessary to share that information as part of the Child Protection/Safeguarding process. The school cannot protect the child; only social services and the police have the power necessary to carry out enquiries.

June 2016

Appendix 2

Self-Harm Policy

1. Introduction

1.1 This document describes the school's approach to self-harm. This policy is intended as guidance for all staff including non-teaching staff and governors.

- To increase understanding and awareness of self-harm
- To alert staff to warning signs and risk factors
- To provide support to staff dealing with pupils who self-harm
- To provide support to pupils who self-harm and their peers and parents/carers

2. Definition of Self-Harm

2.1 Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects
- Taking an overdose of prescription or non-prescription drugs
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair-pulling
- Banging or hitting the head or other parts of the body
- Scouring or scrubbing the body excessively

3. Aims

3.1 Recent research indicates that up to one in ten young people in the UK engage in self-harming behaviours, and that this figure is higher amongst specific populations, including young people with special educational needs. School staff can play an important role in preventing self-harm and also in supporting pupils, peers and parents of pupils currently engaging in self-harm.

4. Risk Factors

4.1 The following risk factors, particularly in combination, may make a young person particularly vulnerable to self-harm:

4.2 Individual Factors:

- Depression / anxiety
- Poor communication skills
- Low self-esteem
- Poor problem-solving skills
- Hopelessness
- Impulsivity
- Drug or alcohol abuse

Family Factors

- Unreasonable expectations
- Neglect or physical, sexual or emotional abuse
- Poor parental relationships and arguments

Depression, self-harm or suicide in the family Social Factors

- Difficulty in making relationships / loneliness
- Being bullied or rejected by peers

4.3 Warning Signs

School staff may become aware of warning signs which indicate a student is experiencing difficulties that may lead to thoughts of self-harm or suicide. These warning signs should always be taken seriously and staff having observed any of these warning signs should seek further advice from one of the DMS/DDMS

4.4 Possible warning signs include:

- Changes in eating / sleeping habits (e.g. student may appear overly tired if not sleeping well)
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood e.g. more aggressive or introverted than usual
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing e.g. becoming a goth

5. Actions and Responsibilities

5.1 Staff Roles in working with pupils who self-harm:

5.1.1 Pupils may choose to confide in a member of school staff if they are concerned about their own welfare, or that of a peer. School staff may experience a range of feelings in response to self-harm in a student such as anger, sadness, shock, disbelief, guilt, helplessness, disgust and rejection. However, in order to offer the best possible help to pupils it is important to try and maintain a supportive and open attitude – a student who has chosen to discuss their concerns with a member of school staff is showing a considerable amount of courage and trust.

5.1.2 Pupils need to be made aware that it may not be possible for staff to offer complete confidentiality. If you consider a student is at serious risk of harming themselves then confidentiality cannot be kept. It is important not to make promises of confidentiality that cannot be kept even if a student puts pressure on you to do so.

5.1.3 Any member of staff who is aware of a student engaging in or suspected to be at risk of engaging in self-harm should consult DSL/DDSL or the designated governor for safeguarding children.

5.1.4 Following the report, the designated teacher / governor will decide on the appropriate course of action. This may include:

- Contacting parents / carers
- Arranging professional assistance e.g. doctor, nurse, social services
- Arranging an appointment with a counsellor
- Immediately removing the student from lessons if their remaining in class is likely to cause further distress to themselves or their peers
- In the case of an acutely distressed student, the immediate safety of the student is paramount and an adult should remain with the student at all times
- If a student has self-harmed in school a first aider should be called for immediate help

6. Further Considerations

6.1 Any meetings with a student, their parents or their peers regarding self-harm should be recorded in writing including:

- Dates and times
- An action plan
- Concerns raised
- Details of anyone else who has been informed

6.2 This information should be stored in the student's child protection file.

6.3 It is important to encourage pupils to let you know if one of their group is in trouble, upset or showing signs of self-harming. Friends can worry about betraying confidences so they need to know that self-harm can be very dangerous and that by seeking help and advice for a friend they are taking responsible action & being a good friend. They should also be aware that their friend will be treated in a caring and supportive manner.

6.4 The peer group of a young person who self-harms may value the opportunity to talk to a member of staff either individually or in a small group. Any member of staff wishing for further advice on this should consult one of the designated teachers for safeguarding children.

6.5 When a young person is self-harming it is important to be vigilant in case close contacts with the individual are also self-harming. Occasionally schools discover that a number of pupils in the same peer group are harming themselves.

Appendix 3 Mobile Phone Use

Acceptable Use of ICT and Mobile Phones Policy

1. Introduction and Context

1.1 The policy defines and describes the acceptable use of ICT and mobile phones for school-based employees. Its purpose is to minimise the risk to pupils of inappropriate contact from staff, to protect employees and schools from litigation and to minimise the risk to ICT systems.

1.2 Brampton Abbots and Bridstow CE Primary Schools expect e-mail to be used primarily for school business. However, with regard to personal use, employees are expected to use discretion and common sense in its usage. Taking this approach will help operations to run efficiently without a heavy policing/monitoring policy.

1.3 All staff within schools using mobile phones should be aware that using a mobile phone inappropriately could result in disciplinary action.

1.4 Both schools reserves the right to monitor and inspect any e-mails sent by its employees using the school's e-mail system, including personal messages at any time without notice. Such monitoring is intended to ensure that this policy is being complied with, is effective and that the school and its employees are acting lawfully.

1.5 Brampton Abbots and Bridstow CE Primary School employees should have no expectation of privacy when using the school's e-mail system; other methods of communication should be used for any private messages.

2. Definition

2.1 Improper use of ICT can expose Brampton Abbots and Bridstow CE Primary Schools to technical, commercial and legal risks.

2.2 Personal use of e-mail which may involve any risk to our school or its employees, through civil or criminal action, or which may bring the school into disrepute, is not permitted.

2.3 Any breach of this policy may lead to disciplinary action and possible termination of employment. Illegal activities may also be reported to the appropriate authorities.

2.4 Within the terms of the Data Protection Act 1998, Human Rights Act 1998 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the school may record or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions, without notice when:

- There is reasonable cause to believe the user has violated or is violating this policy, any guidelines or procedures established to implement this policy.
- An account appears to be engaged in unusual or unusually excessive activity.
- It is necessary to do so to protect the integrity, security, or functionality of ICT resources or to protect the school from liability.
- Establishing the existence of facts relevant to the business.
- Ascertaining or demonstrating standards which ought to be achieved by those using the ICT facilities
- Preventing or detecting crime
- Investigating or detecting unauthorised use of ICT facilities
- Ensuring effective operation of ICT facilities
- Determining if communications are relevant to the business (for example, in the last resort where an employee is off sick or on holiday and business continuity is threatened)
- It is otherwise permitted or required by law.

3. Aims

3.1 User Responsibilities

- Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.
- Users and their managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.
- By logging on to ICT systems, users agree to abide by this Acceptable Use policy and other policies that relate to the use of ICT.
- All users are expected to act in a responsible, ethical and lawful manner with the understanding that school electronic and manual information may be accessible to the public under the Freedom of Information Act 2000. Users should uphold privacy and confidentiality in accordance with the Data Protection Act 1998. Care must also be taken not to breach another person's copyright, trademark or design, nor to publish any defamatory content.
- Staff who have been given the use of a school laptop will be expected to sign for its use on receipt. Staff may use school equipment for authorised business use only, except as allowed for in this policy
- Staff must follow authorised procedures when relocating ICT equipment or taking mobile devices offsite.
- No one may use ICT resources in violation of license agreements, copyrights, contracts or national laws, or the Standing Orders, policies, rules or regulations of the school.
- Users are required to protect their password and not share their account details with others for their use, nor utilise another users' account or misrepresent their identity for any reason. Users must not under any circumstances reveal their password to anyone else.
- No user shall access (e.g., read, write, modify, delete, copy, move) another user's personal electronic documents (including email) without the owner's permission or as allowed by this policy or by law.
- Users must not load or download software on any device without the authorisation of the Headteacher. Periodic audits of software held on ICT equipment will be undertaken.
- Users must take care to store sensitive information, e.g. pupil data safely and to keep it password protected, on all school systems, including laptops.
- Network connected devices must have school approved anti-virus software installed and activated. Users may not turn off anti-virus software. All users of ICT resources have the responsibility to take precautions to prevent the initial occurrence and subsequent spreading of a computer virus. No one may knowingly create, install, run, or distribute any malicious code (e.g. viruses, Trojans, worms) or another destructive program on any ICT resource.
- No one may knowingly or willingly interfere with the security mechanisms or integrity of ICT resources. No one may use ICT resources to attempt unauthorised use, or interfere with the legitimate use by authorised users, of other computers on internal or external networks. Access to networks will be monitored.
- Do not send private, sensitive or confidential information by unencrypted email – particularly to an external recipient - if accidental disclosure could lead to significant harm or embarrassment. Anonymise personal data where possible e.g. by using initials. Use passwords on sensitive documents that must be sent to external recipients.

- Websites should not be created on school equipment without the written permission of the Headteacher.
- No one may use ICT resources to transmit abusive, threatening, or harassing material, chain letters, spam, or communications prohibited by law. No one may abuse the policies of any newsgroups, mailing lists, and other public forums through which they participate from a school account.
- The following content should not be created or accessed on ICT equipment at any time:
 - Pornography
 - Material that gratuitously displays images of violence, injury or death
 - Material that is likely to lead to the harassment of others
 - Material that promotes intolerance and discrimination on grounds of race, sex, disability, sexual orientation, religion or age
 - Material relating to criminal activity, for example buying and selling illegal drugs
 - Material relating to any other unlawful activity e.g. breach of copyright
 - Material that may generate security risks and encourage computer misuse
- It is possible to access or be directed to unacceptable Internet sites by accident. These can be embarrassing and such sites can be difficult to get out of. If staff have accessed unacceptable content or are in receipt of unacceptable material via email, they should inform the Headteacher. This may avoid problems later should monitoring systems be alerted to the content.

3.2 Personal Use and Privacy

3.2.1 In the course of normal operations, ICT resources are to be used for business purposes only. Brampton Abbotts and Bridstow CE Primary Schools permits limited personal use of ICT facilities by authorised users subject to the following limitations:

- Personal use must be in the user's own time and must not impact upon work efficiency or costs.
- The level of use must be reasonable and not detrimental to the main purpose for which the facilities are provided.
- Personal use must not be of a commercial or profit-making nature.
- Personal use must not be of a nature that competes with the business of the school or conflicts with an employee's obligations.
- Personal use of the Internet must not involve attempting to access the categories of content that is normally automatically blocked by web filtering software.

4. Mobile Phone Use

- 4.1 Staff should not to give their home telephone number or their mobile phone number to pupils.
- 4.2 Staff should not use their mobiles in class at all. If a text or an e-mail needs to be sent then it must be done away from the class. During lunchtimes, when not on duty, members of staff are free to use their personal mobile devices. If members of staff use their equipment in this way they are still expected to follow professional standards when doing so.
- 4.3 Photographs and videos of pupils should not be taken with mobile phones. This is prohibited by the school safeguarding requirements as an allegation could be made that a member of staff has taken inappropriate images. Staff should always use school owned cameras/phones and adhere to the schools policy on photography which should also outline where parental permission is required. If a personal phone is used inadvertently, or as a last resort, any images must be uploaded to the school network at the earliest opportunity and deleted from the phone with no copies having been kept or transmitted elsewhere and the use reported to the Headteacher.
- 4.4 Staff should not enter into electronic communications with pupils.

5. Responsibilities

- 5.1 The Governing Body is responsible for ensuring that its employees act in a lawful manner, making appropriate use of school technologies for approved purposes only.

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5.2 The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff are aware of their contents.

5.3 The Headteacher is responsible for maintaining an inventory of ICT equipment and a list of school laptops and mobile phones and to whom they have been issued.

5.4 Brampton Abbots and Bridstow CE Primary schools reserve the right to modify this Policy having given employees reasonable notice.

Appendix 4 Radicalisation

School's PREVENT Officer: Dan Brearey – Headteacher, Brampton Abbots & Bridstow CE Primary Schools.

- Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.
- Extremism is defined as the holding of extreme political or religious views.
- There are a number of behaviours which may indicate a child is at risk of being radicalised or exposed to extreme views.

These include;

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.
- Day-to-day behaviour becoming increasingly centred on 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 materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause or ideology.
- Using insulting to derogatory names for another group.
- Increase in prejudice-related incidents committed by that person – these may include; physical or verbal assault ,provocative behaviour ,damage to property ,derogatory name calling ,possession of prejudice-related materials ,prejudice related ridicule or name calling ,inappropriate forms of address ,refusal to co-operate ,attempts to recruit to prejudice-related organisations ,condoning or supporting violence towards others.

The Prevent Duty

As set out in the non-statutory advice for schools and childcare providers 'The Prevent Duty (June 2015), Bridstow CE Primary follows a policy (in-line with the Child Protection and Safeguarding procedures) of reporting incidences that pertain to the potential of a child/ren being given over to extremist views or ideologies. The schools safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the schools Child Protection & Safeguarding policy.

The school aims and helps to build children's resilience to radicalisation through the promotion of fundamental British Values and through the development of its Christian Values education across the curriculum.

- The Prevent strategy within the council contact is: ct1@herefordshire.gov.uk – Carol Trachonitis.
- DS Phil Colley is the Forces lead
- Chair of the panel Neville Meredith on the Council

Appendix 6 Disqualification by Association

Please note this guidance only applies to staff working with children up to the age of 8 years.

There are new responsibilities for schools responsible for childcare of children up to the Age of 8 years under the Childcare Act 2006 and Childcare Disqualification Regulations 2009. There is now an additional onus to ask staff who work with children up to the age of 8 to disclose information with regard to a person who lives or works in the same household as them 'Disqualification by Association'.

Identified staff are required to complete a form which enables school to collect this data for all staff both existing and new staff as they join. If anyone discloses any information this has to be reported to OfSTED within 14 days of notification for them to decide whether the individual should be disqualified from working with children due to their association with this individual.

Staff that are going to come into contact with children within the school and are in a position of trust then they should be asked the question about those living in their household. (If a school was split on different sites and some members of staff would never go over to the other site where the younger children were, then you would not ask the question

The definition of household is those living under the same address; however this mainly concerns those who the employee has a personal relationship with that may cause them to be influenced. In a family household then this would be considered all individuals.

If however an employee is living in a shared house they would not be expected to ask all housemates about their convictions.

The question is around whether to the best of their knowledge anyone living in their household has any child related conviction. If these circumstances were to change in the future he employee would need to be disclose this to the school as soon as aware.

More information can be obtained from this link.

<http://www.safeguardingschools.co.uk/disqualification-by-association-february-2015/>

Appendix 7 Safer Recruitment Policy

1. Introduction and Context

1.1 Bridstow CE Primary School aims to ensure a coherent and consistent approach to recruiting, retaining and inducting staff of the highest calibre who will help to achieve the trust's vision.

We believe that our staff are our most important resource and that our pupils' learning should be managed by highly motivated, highly skilled staff. We also want to ensure a safe and secure learning environment for our pupils.

1.2 In formulating the policy the governing body considered the conclusions drawn from participation in the safer recruitment training, findings of exit interviews and feedback from successful and unsuccessful applicants for posts in our school

1.3 There are some statutory requirements for the appointment of some staff in schools, notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met.

2. Definition

2.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2.2 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Brampton Abbots/Bridstow CE Primary School is committed to safeguarding children and young people. All posts are subject to a satisfactory Enhanced Disclosure Barring Service Disclosure.”

3. Aims

3.1 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the selection procedure for the post (closing date, shortlist date, interview date);
- a Bridstow CE Primary application form.

3.2 All prospective applicants must complete a Bridstow CE Primary application form in full.

3.3 Short Listing and References

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to

- the safeguarding of children;
 - the candidate's suitability for this post.
- Bridstow CE Primary employees are entitled to see and receive, if requested, copies of their employment references.

3.4 The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DSB disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

3.5 Employment Checks

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

3.6 Induction

3.6.1 All staff who are new to Brampton Abbots or Bridstow CE Primary will receive induction training that will include our safeguarding policies and guidance on safe working practices.

3.6.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

4. Actions and Responsibilities

4.1 The *Headteacher* will:

- Undertake the national training programme on safer recruitment and cascade the training to all those involved in the recruitment process (including governors). They will also take action about any weaknesses in practice that became apparent in the review of Brampton Abbots or Bridstow CE Primary practice.
- Ensure that appropriate checks are carried out on all applicants for positions in the schools – paid and voluntary. This will include checking identity, qualifications, professional and character references, health and physical capacity, previous employment history to ensure gaps are accounted for, and criminal records.
- Follow the 12 steps to Safer Recruitment Practices (Appendix A).
- Ensure that a central register is kept recording the information gathered;
- Ensure that staff and governors involved in recruitment procedures are trained in the wider aspects of recruitment.
- Ensure that all new teachers to the school undergo a prohibition order check. This must be done as part of the pre-employment checking process and a record must be

kept on the **school's single central record**. An additional field will therefore need to be added to the schools single central record.

- Ensure that all new members of staff complete a Disclosure by Association check
- Evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the schools;
- Review regularly the documentation provided for potential applicants for posts to ensure explicit reference is made to both school's commitment to safeguarding, and to enable potential applicants to make well-informed decisions about whether to apply;
- Monitor the number and role of support staff to ensure that their skills and talents, and those of the teachers, are used to the full;
- Use the performance management strategy to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews;
- Identify a deputy Headteacher or senior member of staff to manage:
 - the induction of all new staff;
 - the mentoring of newly qualified teachers;
 - the continued professional development of staff;
 - the "gatekeeping" system for the circulation of documents so as to reduce, as far as possible, the bureaucratic burden on staff without jeopardising effective communication.

4.2 The **Finance Committees** of the governing bodies will:

- Ensure that all decisions about salaries are based on evidence and are applied equitably:
- Use the discretion to make payments up to a maximum of three years to support the recruitment of a new teacher or the retention of an existing teacher. Such awards will be contingent on the difficulty associated with finding and retaining suitable applicants;
- When formulating the budget for both schools, take steps to ensure that the training needs identified in the school improvement plans and through the performance management process are addressed.

5. Monitoring and Review

5.1 The **Headteacher** will report annually to the governing body on the safeguarding agenda

5.2 The **Governing Body** will monitor the implementation and impact of this policy by receiving termly reports from the Headteacher, and annual reports from the Finance Committee.

Notes to the Policy

Date reviewed: June 2016

Date for full implementation: Sept 2016

Appendix A

12 Steps to Safer Recruitment Checklist

Step 1 The recruitment and selection policy that describes the process and roles before you begin is up to date.

Step 2 The Safeguarding policy is up to date and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials

Step 3 There is an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager

Step 4 An appropriate advertisement is prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding

Step 5 A suitable candidate information pack is compiled containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form

Step 6 Each application received should be scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview

Step 7 Ensure that all appropriate checks have been undertaken on your shortlisted candidates, including references and Independent Safeguarding Authority (ISA) checks

Step 8 Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information

Step 9 Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description

Step 10 Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form

Step 11 Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role

Step 12 Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

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Useful contacts, resources and websites

HSCB: hscb.herefordshire.gov.uk

Herefordshire Children's Services

In office hours: MASH (Multi agency Safeguarding Hub)

01432 260800

www.herefordshire.gov.uk/MASH

Out of office hours: Emergency Duty Team

01905 768020

HSCB Inter-agency Child Protection Procedures www.herefordshire.gov.uk/hscb/

Manual of Child Protection Procedures available www.herefordshire.gov.uk/hscb/

West Mercia Police

08457 444888

Herefordshire Women's Aid

01432 356146.

Local Authority Designated Officer LADO

01432 260940

lado@herefordshire.gcsx.gov.uk

NSPCC Helpline

0808 800 5000

Herefordshire PCT Safeguarding Advice

01432 363916

Independent Chair of HSCB: Sally Halls

Sally.Halls@herefordshire.gov.uk

01432 260100

NSPCC Whistleblowing helpline

0800 028 0285

Working together to safeguard children March 2015

Keeping children safe in education March 2015

Safeguarding children and safer recruitment in education DfCSF 2010

Herefordshire Safeguarding Children Board (HSCB) Child Protection Guidelines. Available online at

www.herefordshire.gov.uk/hscb

Ofsted – www.ofsted.gov.uk

Advisory, Conciliation and Arbitration Service (ACAS) www.acas.org.uk 08457 474747

Stop it Now! Campaign www.stopitnow.org.uk Free helpline: 0808 1000 900

Childline – www.childline.org.uk

NSPCC – www.nspcc.org.uk

UNICEF - www.unicef.org

Date Agreed

Date of next review Sept 2017 (or if legislation/guidance changes, sooner)

Signed Head

Signed Chair of Governors