



De La Salle
School

CHILD PROTECTION, PREVENT AND SAFEGUARDING POLICY

Status	Statutory
Responsible Governors' Committee	Behaviour and Welfare Committee
Responsible Person	P Ross
Ratified Date	October 2019
Review Date	September 2020

OUR MISSION

To provide a safe and inspiring environment where all fulfil their potential.

In keeping with our mission statement, De La Salle School is committed to providing an appropriate and high quality education to all the children in its community. We believe all children have the right to be in a safe environment and having a balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

Contents

(The policy is written in different sections to aid reference, the following are sections, not page numbers).

1. Policy statement and principles
2. Safeguarding legislation and guidance
3. Roles and responsibilities Abuse of trust
4. Good practice guidelines and staff code of conduct
5. Abuse of trust
6. Children who may be particularly vulnerable.
7. Helping children to keep themselves safe
8. Female Genital Mutilation (FGM)
9. FGM – mandatory reporting duty
10. Support for those involved in a child protection issue
11. Complaints Procedure
12. If you have concerns about a colleague
13. Allegations against staff
14. Staff training
15. Safer recruitment
16. Site security
17. Extended school/off-site arrangements
18. Photographs and images
19. Online safety
20. Categories of abuse
21. Bullying
22. Peer-on-peer abuse
23. Further indicators of abuse
24. If a student discloses to you
25. Referral to safeguarding partners
26. Children exhibiting sexually harmful behaviour
27. Criminal Sexual Exploitation (CSE)
28. Criminal exploitation (CE)
29. Confidentiality and information sharing
30. Procedures and record-keeping
31. Reporting directly to safeguarding partners
32. Special circumstances
33. Preventing radicalisation
34. Appendix 1 – quick reference guide for staff

1. Policy statement and principals

This policy is one of a series in the school's integrated safeguarding portfolio.

Ofsted inspects the school's safeguarding arrangements under the judgements for behaviour and safety, and leadership and management, which were GOOD in 2017.

Our core safeguarding principles are:

- the school's responsibility to safeguard and promote the welfare of children is of paramount importance
- safer children make more successful learners
- representatives of the whole-school community of pupils, parents, staff and governors will be involved in policy development and review
- We review policies at least annually unless an incident or new legislation or guidance suggests the need for an interim review.

Child Protection Statement

At De La Salle School, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff and governors and are consistent with those of the Local Safeguarding Partners.

Policy principles

- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm
- Pupils and staff involved in child protection issues will receive appropriate support such as supervision.

Policy aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio of CPD opportunities

The school will foster an ongoing culture of vigilance to maintain a safer environment for all pupils by:

- Ensuring that senior members of staff have undertaken an approved 'Safer Recruitment' course and are committed to working to the guidelines recommended.
- Checking the suitability of all prospective staff and volunteers during the recruitment process by checking the Independent Safeguarding Authority register of people cleared to work with children as well as carrying out a Disclosure and Barring Service check.
- Formulating an induction policy and programme for new staff, students and volunteers with the emphasis on safeguarding children.

- Ensuring that the Designated Senior Person for Child Protection has undergone suitable training for their role and that this training is refreshed every 2 years.
- Arranging whole school staff training in Child Protection every 2 years. The training to include all staff e.g. teachers, teaching assistants, administration and caretaking staff, and anyone else who has regular contact with the pupils.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Supporting pupils who have been abused by co-operating with other professionals (as recommended by 'Working Together to Safeguard Children', 2015.) to carry out our responsibilities outlined in any Child protection Plan issued at a Child Protection Case Conference.
- Establishing a safer environment in which children can learn and develop.

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

2. Safeguarding Legislation and Guidance:

Keeping Children Safe in Education July 2014, updated in 2019

This guidance replaces Keeping Children Safe in Education 2014; updated for September 2019, which replaced:

Safeguarding Children and Safer Recruitment in Education (December 2016); and, Dealing with allegations of abuse made against teachers and other staff (2012).

Keeping Children Safe in Education was also updated for 03/09/19, this policy is now compliant with new guidance.

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

- The Teacher Standards 2012 state that teachers, including head teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- The statutory guidance Working Together to Safeguard Children (2015) covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of children. It also provides the framework for LSCBs to monitor the effectiveness of local services, including safeguarding arrangements in schools.
- The statutory guidance Keeping Children Safe in Education (2019) is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 (as amended by SI 2012/2962) and the Education (Non-Maintained Special Schools) (England) Regulations 2011. All schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies and pupil referral units. All staff should read Part One of this guidance and staff can find a copy in the staff Welcome Pack, Progress Leader's rooms and school office.

Research suggests that around 10 per cent of children will suffer some form of abuse, and disabled children are three times more likely to be abused. Due to their day-to-day contact with pupils, school staff are uniquely placed to observe changes in children's behaviour and the outward signs of abuse. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that school staff are alert to the signs of abuse and understand the procedures for reporting their concerns. The school will act on identified concerns and provide early help to prevent concerns from escalating.

Safeguarding Partners'. There are three partners: the local authority, chief officers/commissioners of police and clinical commissioning groups.

The partners have named all schools as 'relevant agencies' which places us under a statutory duty to co-operate with local, published arrangements.

- The three safeguarding partners should agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents.
- To fulfil this role, the three safeguarding partners must set out how they will work together and with any relevant agencies.
- All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements.

3. Roles and responsibilities

Key personnel

The designated senior lead (DSL) for child protection is Mr. P. Ross, Deputy Head.
Contact details: email: rossp@delasalleschool.org.uk Tel: 01744 20511

The deputy designated Lead (DDSL) will be Mrs. A De'Ath, Assistant Headteacher - SEND.
Contact details: email: deatha@delasalleschool.org.uk Tel: 01744 20511

The nominated safeguarding governor is: Mrs. T Sims (Chair of Governors)

Contact details: email: CLlrTSims@sthelens.gov.uk Tel: 07740 422474

The head teacher is Mr. A. Rannard

Contact details: email: rannarda@delasalleschool.org.uk Tel: 01744 20511

All schools should appoint a member of the senior leadership team to coordinate child protection arrangements. We have both the DSP and DDSP on the SLT team.

The DSL:

- has the status and authority within the school to carry out the duties of the post, including committing resources and supporting and directing other staff
- is appropriately trained, with updates every two years
- acts as a source of support and expertise to the school community
- encourages a culture of listening to children and taking account of their wishes and feelings
- is alert to the specific needs of children in need, those with special educational needs and young carers
- has a working knowledge of local authority procedures
- has an understanding of locally agreed processes for providing early help and intervention
- keeps detailed written records of all concerns, ensuring that such records are stored securely and flagged on, but kept separate from, the pupil's general file
- refers cases of suspected abuse to children's social care or police as appropriate
- notifies children's social care if a child with a child protection plan is absent for more than two days without explanation
- ensures that when a pupil with a child protection plan leaves the school, their information is passed to their new school and the pupil's social worker is informed
- where children leave the school, ensures the child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file
- attends and/or contributes to child protection conferences
- coordinates the school's contribution to child protection plans
- develops effective links with relevant statutory and voluntary agencies including the Safeguarding Partners
- ensures that all staff sign to indicate that they have read and understood the child protection policy
- ensures that the child protection policy is regularly reviewed and updated annually
- liaises with the nominated governor and head teacher (where the DSL role is not carried out by the head teacher) as appropriate
- keeps a record of staff attendance at child protection training
- makes the child protection policy available publicly, on the school's website and by other means
- ensures parents are aware of the school's role in safeguarding and that referrals about suspected abuse and neglect may be made
- works with the head teacher to ensure cases concerning a member of staff are referred appropriately to the Local Authority Designated Officer (LADO) and/or the Disclosure and Barring Service (DBS)

The deputy designated person(s) is appropriately trained and, in the absence of the designated person, carries out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the designated person, the deputy will assume all of the functions above.

The governing body ensures that the school:

- appoints a DSP for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to basic child protection training
- ensures that the DSP role is explicit in the role holder's job description
- has a child protection policy and procedures, including a staff code of conduct that is reviewed annually and made available publicly on the school's website and by other means
- has procedures for dealing with allegations of abuse made against members of staff including allegations made against the head teacher and allegations against other children
- follows safer recruitment procedures that include statutory checks on staff suitability to work with children
- Develops a training strategy that ensures all staff, including the head teacher, receives information about the school's safeguarding arrangements on induction and appropriate child protection training, which is regularly updated. The DSL receives refresher training at two-yearly intervals
- ensures that all temporary staff and volunteers are made aware of the school's arrangements for child protection
- ensures that the school contributes to inter agency working and plans
- provides a coordinated offer of early help when additional needs of children are identified
- Considers how pupils may be taught about safeguarding, including online as part of a broad and balanced curriculum.

The governing body nominates a member (normally the chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the head teacher. It is the responsibility of the governing body to ensure that the school's safeguarding, recruitment and managing allegations procedures are in accordance with the Safeguarding Partners' and national guidance.

The local safeguarding partnership has now replaced the Section 175 audit with quality assurance visits to the school. A report will be generated pointing out any areas for improvement. It is part of the governing body's duties to ensure any weaknesses are rectified without delay.

The head teacher:

- ensures that the child protection policy and procedures are implemented and followed by all staff
- allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings
- ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures
- ensures that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online
- liaises with the Local Authority Designated Officer (LADO) where an allegation is made against a member of staff
- Ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.

4. Good practice guidelines and staff code of conduct

To meet and maintain our responsibilities towards pupils we have agreed staff standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all pupils with respect
- setting a good example by conducting ourselves appropriately
- involving pupils in decisions that affect them
- encouraging positive, respectful and safe behaviour among pupils
- being a good listener
- being alert to changes in pupils' behaviour and to signs of abuse and neglect
- recognising that challenging behaviour may be an indicator of abuse
- reading and understanding the school's child protection policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact and information-sharing
- asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language
- being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse
- applying the use of reasonable force only as a last resort and in compliance with school and LSCB procedures
- referring all concerns about a pupil's safety and welfare to the DSP, or, if necessary directly to police or children's social care
- following the school's rules with regard to communication with pupils and use of social media and online networking

5. Abuse of trust

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

The school's staff standards set out our expectations of staff and is signed by all staff members.

6. Children who may be particularly vulnerable

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

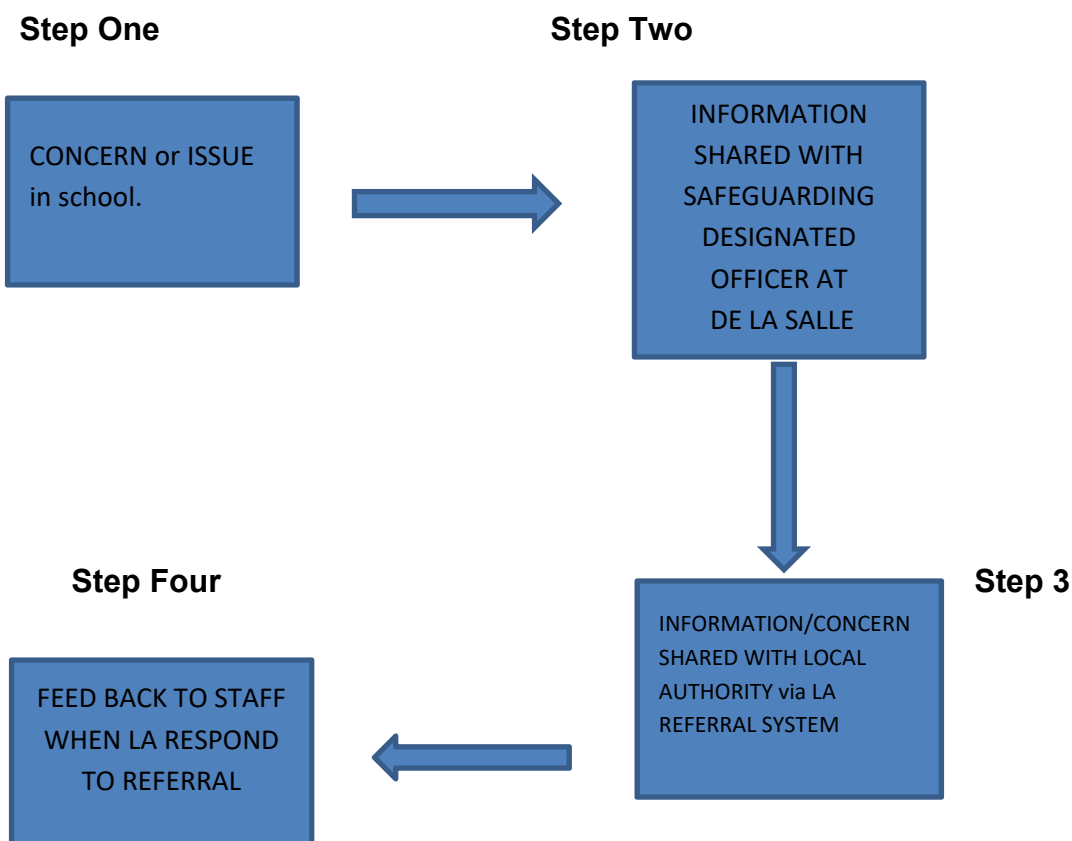
To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- 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 showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups (County Lines)
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child”.

This list provides examples of additionally vulnerable groups and is not exhaustive. Special consideration includes the provision of safeguarding information and resources in community languages and accessible formats for children with communication needs.

A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSL will monitor unauthorised absence, particularly where children go missing on repeated occasions.

The **school action** is as follows if there is a concern.



School staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme, which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the CTSA 2015 as partners required to cooperate with local Channel panels.

This policy will be reviewed annually by the nominated Governor for Child Protection and the Senior Designated Person for Child Protection.

7. Helping children to keep themselves safe

Children are taught to understand and manage risk through our personal, social, health and economic (PSHCE) education lessons and through all aspects of school life. Our approach is designed to help children to think about risks they may encounter and with staff work out how those risks might be overcome. Discussions about risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety and tackling bullying procedures. The school continually promotes an ethos of respect for children, and pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

8. Female Genital Mutilation

Female Genital Mutilation (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.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Indicators

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, and Chapter 9 of those Guidelines (p42-44) focuses on the role of schools and colleges.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.

Actions

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. When mandatory reporting commences in October 2015 these procedures will remain when dealing with concerns regarding the potential for FGM to take place. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual **to report it to the police**.

9. Mandatory Reporting Duty

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon **teachers, along with social workers and healthcare professionals, 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.

The Mandatory reporting duty will commence in October 2015. Once introduced, teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

10. Support for those involved in a child protection issue

Child abuse is devastating for the child and can result in distress and anxiety for staff who become involved.

We will support pupils, their families, and staff by:

- taking all suspicions and disclosures seriously
- nominating a link person (*DSL*) who will keep all parties informed and be the central point of contact
- where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- storing records securely
- offering details of help lines, counselling or other avenues of external support
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures
- co-operating fully with relevant statutory agencies.

11. Complaints procedure

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a pupil or attempting to humiliate them, bullying or belittling a pupil or discriminating against them in some way. Complaints

are managed by senior staff, the head teacher and governors. An explanation of the complaints procedure is included in our policy documentation.

Complaints from staff are dealt with under the school's complaints and disciplinary and grievance procedures.

12. If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. The school's whistleblowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the head teacher. Complaints about the head teacher should be reported to the chair of governors.

Staff are made aware of the NSPCC's whistleblowing helpline (0800 028 0285) where they can report any concerns over any of the school's safeguarding procedures.

Staff may also report their concerns directly to children's social care or the police if they believe direct reporting is necessary to secure action

13. Allegations against staff

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to pupils and we must act on every allegation. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

Allegations against staff should be reported to the headteacher. Allegations against the head teacher should be reported to the chair of governors. Staff may also report their concerns directly to police or children's social care if they believe direct reporting is necessary to secure action. The DSL and Head would normally refer to the Local Area Designated Officer (LADO) for advice or an assessment.

The full procedures for dealing with allegations against staff can be found in Keeping Children Safe in Education (DfE, 2019).

Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites.

14. Staff training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.

New staff and governors will receive an explanation during their induction which includes the school's child protection policy, reporting and recording arrangements, the staff code of conduct and details for the DSL. All staff, including the head teacher and governors will receive training that is regularly updated and the DSP will receive training updated at least every two years, including training in inter-agency procedures.

Appendix 1 is the one-sheet quick reference guide for staff.

Supply staff and other visiting staff are given the school's Visiting Staff Leaflet information.

15. Safer Recruitment

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education – part 1 (2019) together with the Safeguarding partners and the school's individual procedures.

Safer recruitment means that all applicants will:

- complete an application form which includes their employment history
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role
- provide evidence of their right to work in the UK
- be interviewed.

The school will also verify the candidate's mental and physical fitness to carry out their work responsibilities.

At least one member of each recruitment panel will have attended safer recruitment training. The Chair of Governors, the Headteacher, DSL and DDSL are all trained in safer recruitment.

All new members of staff will undergo an induction that includes familiarisation with the school's child protection policy and identification of their child protection training needs.

All staff sign to confirm they have received a copy of the child protection policy in the Welcome pack. The school obtains written confirmation from supply agencies that agency staff have been appropriately checked.

The school maintains a single central record of recruitment checks undertaken.

Volunteers

Volunteers, including governors will undergo checks commensurate with their work in the school and contact with pupils.

Supervised volunteers

Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safe recruitment checks appropriate to their role, in accordance with the school's risk assessment process and statutory guidance.

Contractors

The school checks the identity of all contractors working on site and requests DBS checks where appropriate.

16. Site security

Visitors to the school, including contractors, are asked to sign in at Reception and are given a badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. The head teacher will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site. The DSL also has a duty to alert the Headteacher to any physical, site issues that pose a potential risk to children.

17. Extended school and off-site arrangements

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply. If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our pupils attend off-site activities, including day and residential visits and work related activities, we will check that effective child protection arrangements are in place and risk assessments completed.

18. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. See Data Policy post-GDPR.

To protect pupils we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent
- use only the pupil's first name with an image
- ensure pupils are appropriately dressed
- encourage pupils to tell us if they are worried about any photographs that are taken of them.

19. Online Safety

Our pupils increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults

and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. School is under a duty to inform the police in cases where indecent images of children have been sent to others. This would include sexting and the new offence of upskirting.

Particular issues experienced by our students are:

- sending or receiving indecent images of other children
- the 'mob' mentality of bullying that can develop when a safeguarding issue happens in school
- sending inappropriate verbal messages - sexting

The school's e-safety policy is being reviewed this year, after further staff CPD has taken place. It explains how we try to keep pupils safe in school – such as our very sensitive firewall software (Securus). Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in school. Some pupils will undoubtedly be 'chatting' on mobiles or social networking sites at home and parents are encouraged to consider measures to keep their children safe when using social media. Staff also receive advice regarding the use of social networking and electronic communication with pupils. Pupils must have mobile phones switched off and out of sight from 8.30am until 3pm. If they are seen they are confiscated. The school is committed to educating its staff, governors and parents to keep our children safe in an increasingly online world. To this end we have started an accreditation process with National Online Safety (NOS). This is a company providing CPD for staff, parents and governors as well as enhanced training for the DSL, DDSL and Pastoral Support Managers. This will form the bulk of the safeguarding CPD for the year 2019-2020. The aim is to provide a better service to our students in keeping them safe online and is a direct response to the volume of issues we are seeing in daily practice.

The Department for Education issued new guidance to schools in June 2019, Teaching Online Safety in Schools. This contains helpful advice in subject-specific form which outlines opportunities in curricula to cover essential elements of online safety. The school is seeking accreditation in online safety which forms an important part of the whole-school approach that this guidance recommends.

20. Categories of abuse

Recognising abuse

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

Abuse may be committed by adult men or women and by other children and young people.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical abuse

Physical abuse is 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. (This used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued 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 cyber bullying), 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

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

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions taken from *Working Together to Safeguard Children* (HM Government, 2013).

21. Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our tackling-bullying procedures. All pupils and parents

receive a copy of the procedures on joining the school and the subject of bullying is addressed at regular intervals in PSHE education. If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the head teacher and the DSP will consider implementing child protection procedures.

22. Peer-on-Peer Abuse

This can cover many different types of behaviour – including the new crime of upskirting.

Upskirting is typically when a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.

Serious Violent Crime

All staff and governors will receive training on indicators and guides to spotting it. E.g.

- Unexplained gifts/new possessions - these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- Increased absence from school
- Change in friendship/relationships with others/groups
- Significant decline in performance
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries

23. Further Indicators of Abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated senior person.

It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied

- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- Display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSP to decide how to proceed.

It is very important that staff report their concerns – they do not need ‘absolute proof’ that the child is at risk.

Impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

Taking action

Any child, in any family in any school could become a victim of abuse. Staff should always maintain an attitude of “it could happen here”.

Key points for staff to remember for taking action are:

- in an emergency take the action necessary to help the child, for example, call 999
- report your concern to the DSL immediately
- do not start your own investigation
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family
- complete a record of concern in CPOMS
- Seek support for yourself if you are distressed

If you are concerned about a pupil’s welfare

There will be occasions when staff may suspect that a pupil may be at risk, but have no ‘real’ evidence. The pupil’s behaviour may have changed, their artwork could be bizarre, and they may write stories or poetry that reveal confusion or distress, or physical but inconclusive signs may have been noticed. In these circumstances, staff will try to give the pupil the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine for staff to ask the pupil if they are OK or if they can help in any way.

Staff should use the CPOMS system to record their concern. If the pupil does begin to reveal that they are being harmed, staff should follow the advice below. Following an initial conversation with the pupil, if the member of staff remains concerned, they should discuss their concerns with the DSL.

24 If a student discloses to you

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a pupil talks to a member of staff about any risks to their safety or wellbeing, **the staff member will need to let the pupil know that they must pass the information on** – staff are not allowed to keep secrets. The point at which they tell the pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with the pupils staff will:

- not promise confidentiality
- allow them to speak freely
- remain calm and not overreact – the pupil may stop talking if they feel they are upsetting their listener
- give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’
- not be afraid of silences – staff must remember how hard this must be for the pupil
- **under no circumstances ask investigative questions** – such as how many times this has happened, whether it happens to siblings too, or what does the pupil’s mother think about all this
- at an appropriate time tell the pupil that in order to help them, the member of staff must pass the information on
- not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused
- avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but may be interpreted by the child to mean that they have done something wrong
- tell the pupil what will happen next. The pupil may agree to go to see the designated senior person. Otherwise let them know that someone will come to see them before the end of the day.
- report verbally to the DSP even if the child has promised to do it by themselves
- write up their conversation as soon as possible on the CPOMS system. Do not leave the referral or leave it to the end of the day (when the child will have left for the day)
- staff should seek support if they feel distressed

Notifying parents

The school will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children’s social care.

25. Referral to Safeguarding Partners

The DSL will make a referral to children’s social care if it is believed that a pupil is suffering or is at risk of suffering significant harm. The pupil (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

At the referral stage school is asked to assess the level of need.

Level 1

Universal care or the care school would normally access and deliver.

Level 2 Child in Need/Early Help

Here the school would normally offer the family an Early Help Assessment which sets up regular Family Action Meetings (FAMs) with the family and other agencies. Level 2 also allows access, where the safeguarding partner deems appropriate, to enhanced services such as Family Intervention Workers or CAMHS. Families are managed using the EHAT (Early Help Assessment Tool) which is an online record of activities and action points needed to help the family.

Level 3 – Child Protection

This is where there is a clear risk of harm and would normally initiated a children and families assessment and the allocation of a social worker. It may initiate an Initial Child Protection Conference (ICPC) where the safeguarding partners and agencies hold a joint meeting to assess the risk to the child which may, in turn, lead to a Child Protection Plan.

Level 4 – Immediate Action

There is a major and imminent risk of harm to the child requiring immediate referral to relevant partners.

St. Helens is in the process of adopting the ‘Signs of safety’ model:

- What’s working well? (Existing strengths and safety) Are parents engaging with professionals and what difference has this made?
- What are possible concerns?
- What needs to happen? (Future safety planning) What do you want CYPS to do with this information?

If the referrer suspects criminal activity, they must inform the police using the 101 system unless the crime is taking place at the moment when they should ring 999.

26. Children with sexually harmful behaviour

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the school’s **anti-bullying procedures** where necessary. However, there will be occasions when a pupil’s behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

The management of children and young people with sexually harmful behaviour is complex and the school will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a pupil’s sexual behaviour should speak to the DSL as soon as possible.

27. CSE – Criminal Sexual Exploitation of children

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child’s physical and emotional health. It may also be linked to child trafficking. All staff are made aware of the indicators of sexual exploitation and all concerns are reported immediately to the DSL. An

appropriate referral will be made to the safeguarding partnership in any cases of suspected CSE and reported to the police if laws have been potentially broken.

28. CE – Criminal Exploitation

Being so close to Liverpool, St Helens children are at a particular vulnerability to exploitation by criminal gangs. Phenomena such as ‘County Lines’ have been discussed with students, staff and governors and the importance of tracking any absence or CME (children missing in education) worries.

29. Confidentiality and sharing information

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the designated senior person, head teacher or chair of governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a ‘need-to-know’ basis.

However, following a number of cases where senior leaders in school had failed to act upon concerns raised by staff, Keeping Children Safe in Education emphasises that **any** member of staff can contact children’s social care if they are concerned about a child.

30. Procedures and Record-Keeping

Child protection information will be stored and handled in line with GDPR principles. Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject’s rights
- secure

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals using the CPOMS system.

Every effort will be made to prevent unauthorised access, and sensitive information is not stored on laptop computers, which, by the nature of their portability, could be lost or stolen. Child protection information will be stored separately from the pupil’s school file and the school file will be ‘tagged’ to indicate that separate information is held. GDPR has overtaken this somewhat and school does not allow portable memory devices to be used at school as it moved to secure online access over the last two years.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the head teacher or DSL.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

The school’s policy on confidentiality and information-sharing is available to parents and pupils on request.

31. Reporting directly to safeguarding partners

Staff should follow the reporting procedures outlined in this policy. However, they may also share information directly with children's social care, police or the NSPCC if:

- the situation is an emergency and the designated senior person, their deputy, the head teacher and the chair of governors are all unavailable
- they are convinced that a direct report is the only way to ensure the pupil's safety
- for any other reason they make a judgement that direct referral is in the best interests of the child.

Related safeguarding portfolio policies:

- Staff code of conduct
- Behaviour Policy
- Complaints procedure
- Tackling bullying
- SEN
- Managing allegations
- Grievance and disciplinary

32. Special Circumstances

Looked After Children

The most common reason for children becoming looked after is as a result of abuse or neglect. The school ensures that appropriate staff have information about a child's looked after status and care arrangements. The designated teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the local authority's virtual head for children in care.

P. Ross is the designated LAC champion.

Children staying with host families

The school may make arrangements for pupils to stay with a host family during a foreign exchange trip or sports tour. In such circumstances the school follows the guidance in Keeping Children Safe in Education, Annex C to ensure that hosting arrangements are as safe as possible.

Some overseas pupils may reside with host families during school terms and we will work with the local authority to check that such arrangements are safe and suitable

33. De La Salle – Preventing Radicalisation

At De La Salle we promote British values within the framework of Lasallian values. Given the overwhelming demographic nature of the school, it is unsurprising that no PREVENT referrals have been received and no-one has been referred to CHANNEL.

It is, however, worth noting that we have had incidents of Islamophobic comments and school must always be cognisant of the fact that radicalisation can be in both directions. It is not all about Islamic radicalisation but also includes radicalisation to the far-right that can result in the dreadful scenes at the Finsbury Park Mosque in June 2017. We also aware that being inducted into a gang can be a form of radicalisation, especially vulnerable to this is our cohort of white, working class boys.

What is the Prevent duty?

The Counter-Terrorism and Security Act, which came into force on 1 July 2015, requires certain authorities, including schools, to "have due regard to the need to prevent people being drawn into terrorism". This is known as the 'Prevent duty'.

The duty covers all types of extremism, whether political, religious or ideological.

The duty to protect pupils from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, similar to the responsibility to protect pupils from harm caused by, for example, drugs, gangs, neglect or sexual exploitation.

The Prevent duty is consistent with schools' existing duties, such as the requirement to abide by the Equality Act 2010, promote 'fundamental British values', secure a balanced presentation of political issues and promote community cohesion.

This section has been added to the Child Protection Policy but should be taken in conjunction with the Statement of British Values, the Anti-Bullying Policy and the Equality Policy. The school's ethnic make-up is as follows in 2018-2019.

Count of Ethnicity	Gender		
	Female	Male	Grand Total
Any other Asian background	8	4	12
Any other Black background	1		1
Any other ethnic group	1	2	3
Any other mixed background	5	4	9
Any other White background	7	4	11
Black Caribbean	1		1
Chinese	1	2	3
Indian	5	3	8
Information Not Yet Obtained	8	5	13
Refused	1		1
White - British	567	554	1121
White and Asian	2	2	4
White and Black African	1	3	4
White and Black Caribbean	3	1	4
Grand Total	611	584	1195

We have currently have no pupils about whom we are concerned around the issues of links with terrorism. We keep this under constant review.

Staff Training

All staff underwent the 'Introduction to Safeguarding' training provided by the LA in the year 17-18 as well as signing to say they had read KCSIE 2018. This has been repeated in year 18-19

to include updated guidance from September 2018. Staff also completed a safeguarding quiz at Easter – results available on request.

What should staff do if they have a concern?

Staff follow the normal safeguarding procedures using CPOMS. The DSL will then complete a PREVENT referral where appropriate.

Part of this response would be to provide a 'safe space' for the pupil to talk and to support the further steps required by the police or local authority.

The pupils follow the themes of the equality policy.

We devised a bespoke unit of work within PSHCE for a half-term. We followed this with work on refugees and led into British Values.

De La Salle aims to be nimble with the content of PSHCE and other subjects such as RE and History in responding to topical events and issues.

We will ensure that these vital issues are included in the drop-down provision we are introducing next year.

School is working with student groups such as the 17-19 society on issues such as knife crime and LGBT rights.

Appendix 1 – quick reference guide for staff

Safeguarding is everyone's duty and everyone **must** have read the school's child protection and safeguarding policy and part 1 of Keeping Children Safe in Education, 2019. This is a statutory duty and school has to check that it has taken place. All members of the school community should feel confident to report any concerns over the safety of any other member of the community. If there are areas of safeguarding that you feel you need more training on, you should inform P. Ross.

Should a student, parent, member of staff or governor suspect a child is at risk they should:

1. Complete an incident form on CPOMS alerting P. Ross and Anna De'Ath as soon as possible, the Head of Year and Pastoral Support Manager should also be included on the alert.
2. P. Ross/A. De'Ath will co-ordinate appropriate actions.

If there is a concern about the P. Ross or A. De'Ath the issue should be referred to the Head. If the concern is with Mr. Rannard or in the actions or procedures that school has taken or follows, the member of the community should contact Teresa Sims, Chair of Governors. Alternatively, they could ring the NSPCC's whistleblowing hotline - **Call 0800 028 0285** or **Email help@nspcc.org.uk**

Key issues from analysis of 2018-2019 at De La Salle are:

- The overrepresentation of pupil premium in safeguarding alerts.
- Online safety – sending and receiving images on phones and cyberbullying
- Substance misuse – cannabis especially



De La Salle School

COVID-19 Safeguarding and Child Protection Arrangements De La Salle School

School Name:

De La Salle School, St. Helens

Policy owner:

Anna De'Ath

Date:

2nd April, 2020

Date shared with staff:

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible. Schools are to remain open only for those children of workers critical to the COVID-19 response or for any children deemed to be vulnerable.

Schools were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of De La Salle School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context.....	2
2. Vulnerable children.....	4
3. Attendance monitoring.....	6
4. Designated Safeguarding Lead.....	6
5. Reporting a concern	7
6. Safeguarding Training and induction.....	8
7. Safer recruitment/volunteers and movement of staff	8
8. Online safety in schools and colleges	9
9. Children and online safety away from school and college	9
10. Supporting children not in school.....	11
11. Types of abuse.....	11
12. Supporting the mental health of children, their families and staff	12

This provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance for the COVID-19 period can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

As a secondary school, De La Salle is acting as a host school to Sutton Academy and Cowley High School providing its own care for the vulnerable, have an SEN need and those who are children of key workers, where it is requested. This care is given through a limited staff body to reduce the risk to staff and ensure that social distancing measures can be adhered to.

Each form tutor is actively ringing and emailing all the students in their form group to ensure regular contact is made and that any concerns are picked up quickly. All contact is being centralised by the designated safeguarding officer and pastoral deputy to ensure all concerns are acted upon in a timely manner.

The school continues to use CPOMS remotely to log all concerns of a safeguarding nature.

For the schools identified vulnerable, the safeguarding team are contacting them at least once a week and liaising with all stakeholders and agencies. In some cases, where parents/carers or students have requested, more regular contact is being made. The team is also in contact with all designated social workers, passing on any concerns should they arise.

Where contact has not been made with any student, irrespective of group, home visits will take place by school staff.

This addendum to our Child Protection policy specifies the details of our safeguarding arrangements during this time.

This annex should be read alongside De La Salle School's Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2019.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Anna De'Ath	0174420511	deatha@delasalleschool.org.uk
Deputy Designated Safeguarding Lead(s)	Paul Ross		rossp@delasalleschool.org.uk
Headteacher	Andrew Rannard		rannarda@delalsalleschool.org.uk
SENCO	Jayne McCann		mccannj@delasalleschool.org.uk
Designated Teacher for Looked After Children	Paul Ross		rossp@delasalleschool.org.uk
Chair of Governors	Teresa Sims		teresasims2017@outlook.com
Safeguarding Governor / Trustee	Teresa Sims		teresasims2017@outlook.com

Senior Leadership Team:

During this time, De La Salle will do what it reasonably can in order to keep all of our children safe. In most cases, the majority of our children will not physically be attending the school. It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns will be dealt with in line with our main Child Protection policy and local safeguarding arrangements. Where appropriate, referrals will still be made to children's services and as required, the police, **without delay**.

Mr Rannard	Headteacher	rannarda@delasalleschool.org.uk
Mrs Mulhall	Deputy Headteacher	mulhallc@delasalleschool.org.uk
Mr Hale	Deputy Headteacher	halep@delasalleschool.org.uk
Mrs Wellens	Assistant Headteacher	wellensj@delasalleschool.org.uk
Mr Fletcher	Assistant Headteacher	fletcher@delasalleschool.org.uk

Vulnerable children

The government defines vulnerable children as those who have a social worker and those children and young people up until the age of 25 who have an Education, Health and Care Plan (EHC).

Further information about vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. It can also include children who are open to an Early Help Assessment.

Those with an EHC plan should be risk-assessed in order to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

De La Salle School will continue to work with and support external agencies to help protect vulnerable children. This includes working with and supporting children's social workers and the Headteacher of the Virtual School, for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and De La Salle School will explore the reasons for this directly with the parent or carer.

Where parents are concerned about the risk of the child contracting COVID19, De La Salle School or the social worker will talk through these anxieties with the parent/carers following the advice set out by Public Health England.

De La Salle School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If De La Salle School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

De La Salle School and social workers will agree with parents/carers whether children in need should be attending school – De La Salle School will then follow up on any pupil that they were expecting to attend, who does not. De La Salle School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. The Local Authority will then contact schools on a weekly basis to gain any accounts of vulnerable young people who have not attended school that week. This is to further ensure the safety and wellbeing of that child or young person.

HOW WILL THIS LOOK IN YOUR SCHOOL?

To support the above, De La Salle School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, De La Salle School will notify their social worker.

Designated Safeguarding Lead

De La Salle School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Anna De'Ath (Assistant Headteacher)

The Deputy Designated Safeguarding Lead is: Paul Ross (Deputy Headteacher)

As a host school, the DSL or most senior leaders are responsible for keeping all children safe within our school/hub whilst working collaboratively, when required, to support our guest DSL and students.

As a host school for Cowley High School and Sutton Academy, it will be important for the DSL to communicate with any other DSLs. We recognise that these members of staff have the best insight into their own vulnerable children and form a vital part of child protection arrangements. Therefore it is imperative that clustering schools work closely and that DSLs communicate effectively with one another.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This senior leader can also take advice from Heather Addison.

It is essential that all staff and volunteers have access to a trained DSL or deputy and are made aware of the arrangements on a daily basis regarding who that named person is and how to speak to them. To support this the Head teacher sends a daily bulletin and SLT lead a daily briefing for all staff.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all De La Salle School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage social workers, and attend all multi-agency meetings, which can be done remotely.

Throughout the COVID-19 period, the safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS can be accessed and used remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, or a member of staff has a concern about a child, they should ring and then email the Designated Safeguarding Lead, Deputy DSL or Headteacher. This will ensure that the concern is received and should be followed up immediately with a written account.

Staff are reminded of the need to report any concern immediately and without delay.

Any concerns or allegations around staff should be reported to the Headteacher.

Concerns around the Head teacher should be directed to the Chair of Governors:
Teresa Sims

Safeguarding Training and induction

DSL training is very unlikely to take place unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter De La Salle School, they will continue to be provided with a safeguarding induction. These members of staff should have the appropriate safer recruitment checks and procedures to ensure they are safe to work with children.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, any new or additional staff should be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, De La Salle School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Where De La Salle School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

De La Salle School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

De La Salle School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, De La Salle School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

De La Salle School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the school's Code of Conduct.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior leaders
- Staff should record, the length, time, date and attendance of any sessions held.

De La Salle School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Please note: The Department for Education will provide separate guidance on providing education remotely, which will set out four key areas leaders should consider as part of any remote learning strategy. It is recommended that schools review the following recently published guidance:

<https://coronavirus.lgfl.net/safeguarding>

<https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc>

<https://swgfl.org.uk/resources/safe-remote-learning/>

Where children are not physically attending a Hub/school, De La Salle will consider the safety of our children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium](#) should be adhered to by all staff.

Any online learning tools or systems recommended for use by De La Salle, are be in line with privacy and data protection/GDPR requirements.

The current system for students work is through Show My Homework. All work is set through this medium and work is sent back to staff through subject email addresses. All students have been given their own school email address and where possible this address should be used unless a parent has requested otherwise. A log of this request to be held with the DSL.

Staff setting work have been instructed to use systems that they would use in the classroom and to not deviate into new technologies ta this time. Any request of resources is to be quality checked by the Deputy Head of school before making it available on the schools website.

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

De La Salle acknowledges that some parents and carers may choose to supplement the school's online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance of only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as [Internet matters](#), [London Grid for Learning](#), [Net-aware](#), [Parent info](#), [Thinkuknow](#) and the [UK Safer Internet Centre](#).

Supporting children not in school

De La Salle School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS or the individual child's file, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

De La Salle School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

De La Salle School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at De La Salle School need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

De La Salle School is committed to ensuring the safety and wellbeing of all its students.

De La Salle School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

De La Salle School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

De La Salle School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS or the individual child's safeguarding file.

Where De La Salle School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will be discussed immediately between the Headteacher, Chair of Governors and Local Authority.

As a host school for Cowley High School and Sutton Academy, it will be important for the DSL to communicate with any other DSLs. We recognise that these members of staff have the best insight into their own vulnerable children and form a vital part of child protection arrangements. Therefore it is imperative that clustering schools work closely and that DSLs communicate effectively with one another.

Types of abuse

The recognition, understanding and response to different forms of abuse remain the same as that set out in the main body of the Safeguarding and Child Protection Policy.

Supporting the mental health and wellbeing of children, their families and staff

During this difficult and unpredictable time, it is inevitable that the situation may have an adverse effect on people. This is especially true for vulnerable pupils or for those children whose parents have to continue to work. Therefore, the school will work hard to support the mental health and wellbeing of its pupils and their families.

The Local Authority will send out resources that can be shared and referrals to external agencies will continue where appropriate.

If any family feel they may need additional support, please do not hesitate to contact Pastoral Teams.

Year 7	Miss Morley Miss Swaby Mrs Croft	morleyg@delasalleschool.org.uk swaby1@delasalleschool.org.uk croftm@delasalleschool.org.uk
Year 8	Mr Fletcher Miss Lord	fletcherq@delasalleschool.org.uk lordh@delasalleschool.org.uk
Year 9	Mrs Mallalieu	mallelieuc@delasalleschool.org.uk

	Mrs Guy	guyc@delasalleschool.org.uk
Year 10	Mr Leggett	leggettm@delasalleschool.org.uk
	Mrs Moran	morans@delasalleschool.org.uk

This is also a difficult period for school staff, who are having to work harder than ever in order to support our pupils and families. Our staff are also critical workers, and so De La Salle School also recognises the need to support the wellbeing of our staff too.

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. De La Salle will ensure there is appropriate support available for the whole school community at this time.

The safeguarding section on the school's website has a dedicated mental health section with links to other agencies such as Kooth, Childline and Young Minds. Students can also raise concerns online using SHARP. In addition, the school website has a separate area for guidance, support and resources to encourage positive mental health and well-being.

Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home.