

Whole School Safeguarding and Child Protection Policy **(includes EYFS and Boarding)**

Introduction

Child protection is one of the most sensitive and challenging areas that schools work in. All schools are under a legal duty under s157 Education Act 2002 and the 1989 and 2004 Children Acts to make clear to parents and carers the legal framework that they operate under. The principal Government documents that underpin child welfare issues are the 'Keeping Children Safe in Education' (2016) and 'Working together to safeguard Children' (2015).

Hall Grove is committed to safeguarding and promoting the welfare of children and young people and expects all members of its community to share this commitment. Within the context of 'Every Child Matters' and 'Keeping Children Safe in Education', we take account of the need for children being healthy and staying safe and taking action to enable all children to have the best outcomes. The prime concern at all times must be the interests and safety of the pupils.

All staff (including ancillary, supply staff and volunteers) are aware of our Policy and we hold regular training to remind staff of the procedures to follow. It is available to all parents through the website. Staff should also refer to the Staff Handbook where details for a Staff Code of Conduct can be found. The policy will be reviewed regularly and will be updated and amended as necessary, and annually.

We follow the procedures and protocols adopted by the Surrey Safeguarding Children Board (SSCB). Sometimes, when there are concerns about a young person's welfare, we may need to share information and work in partnership with outside agencies. We will ensure that any concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the young person's welfare.

Our Designated Safeguarding Leads (DSLs) are:

- Mr A R Graham - Headmaster (Senior DSL)
- Mrs M Jackson – School Nurse (Deputy DSL)
- Mrs L White- School Nurse (DSL supporting role)
- Miss P Gent - EYFS - will refer to the whole school DSLs listed above

Anyone worried about a young person's welfare is required to record their concerns, and any observations or conversations heard, and report to one of the DSLs as soon as possible the same day. They must NOT conduct their own investigation.

In case of referral to Surrey Children's Services (via MASH – see below), the DSLs make initial contact by telephone and within 24 hours of a disclosure and communicate the concerns in writing. The DSLs receive specialist training at least every two years.

The Surrey Multi Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses. The Surrey MASH can be contacted on **0300 470 9100**. If a child already has a named social worker, concerns should be reported to them directly.

If concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is a danger to children) then this must be reported to one of the DSLs in confidence. The matter will be discussed with the Local Authority Designated Officer (LADO). If the concern relates to one of the DSLs the matter should be referred to the other DSL who would immediately follow the Surrey procedures. A member of staff may contact the LADO direct should (s)he feel

unable to speak to either DSL. There are four LADOs covering North West Surrey, and staff would be put through to the LADO on duty. The contact number is **0300 123 1650 (option 3)**.

It is important to note that ANYONE can make a referral to the LADO (regarding staff) or to Surrey MASH (regarding children).

These procedures apply when children/staff are working away from school, eg field trips, excursions etc and to all Clubs, Activities, After School Care ('360') and Boarding.

1. Aims

- a) To support the child's development in ways that will foster security, confidence and independence.
- b) To provide an environment in which children and young people feel safe, secure, valued and respected.
- c) For children to feel confident and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- d) To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities to identify and report possible cases of abuse.
- e) To highlight the need for good levels of communication between all members of staff, and to have means of monitoring children known or thought to be at risk of harm, whilst being very aware of the issues of confidentiality.
- f) To provide support both for staff who have experienced disclosure and for the pupils who have disclosed.
- g) To develop and promote effective working relationships with other agencies, both Children's Services and other supportive charities and organisations.
- h) To ensure that all staff working within Hall Grove have been checked as to their suitability, including verification of their identity, qualifications and Disclosure and Barring Service checks.
- i) To develop a culture of "it could happen here" within Hall Grove.

2. Roles and Responsibilities

Staff Members: All members of staff have a responsibility to be aware of the procedures to be followed in cases of suspected child abuse. Types of Child Abuse are listed in Appendix 1. Staff who have regular contact with pupils are well placed to notice signs of physical, sexual or emotional abuse, neglect, behavioural change or failure to develop as expected.

If a member of staff suspects a pupil may be at risk or hears a disclosure from a pupil, a DSL must be informed. The member of staff will then be asked to record the event in writing, providing an accurate account of any discussions or observations regarding the pupil concerned. Any records are then passed to the DSL as they are confidential documents and are kept in a separate locked Safeguarding/Child Protection file.

Copies of the Safeguarding Policy are to be found on the network and in hard copy on the Pastoral noticeboard and in the Staff Handbook.

The structure of Pastoral Care at Hall Grove is illustrated in Appendix 4 of this policy.

Designated Safeguarding Lead (DSL): The DSL for Hall Grove is the Headmaster. The Deputy DSL (Miranda Jackson) would act as reserve DSL in the absence of the Headmaster. Should either be absent from school contact will be possible by telephone. (Note: Lisa White, School Nurse, will be attending further training in January 2017 to provide additional safeguarding cover in school).

Role of the Designated Safeguarding Lead:

- Ensure safeguarding procedures are in place and updated as appropriate.

- Ensure all staff are aware of School policy.
- Be available to provide advice/support to staff for confidential discussion about concerns.
- Be available to provide support to pupils and/or parents and carers.
- Liaise with Children’s Services in accordance with Surrey procedures.
- Make prompt contact with children’s social care where there are concerns that a child may be in need of help or at risk.
- Refer to the LADO in relation to allegations against someone working in the school, or to the Police if a criminal offence is suspected.
- Keep records of any concerns/suspected cases of abuse/referrals. Records will be kept separately and locked away in the safeguarding section of the School Nurses’ filing cabinet
- Co-ordinate arrangements for monitoring of pupils on roll who have been identified as being in need of protection.
- To ensure that children receive the right help at the right time to address risks and prevent issues from escalating. This may require the involvement of a local agency or charity.
- Arrange for periodic whole staff training.
- Liaise with Special Educational Needs (SEN) co-ordinator due to the recognised vulnerability of children with SEN.

The Deputy DSL will attend weekly pastoral meetings. Any concerns of a child being at risk will be addressed without delay. Where significant concerns are raised, the Deputy DSL will discuss with the Headmaster. Regular meetings are scheduled between the Headmaster and School Nurses to discuss and act upon pastoral (including mental and emotional wellbeing of children) and safeguarding issues, and to review procedures where necessary.

When the DSL has been informed of a case of suspected abuse or of a young person who may be at risk of abuse, he must refer the matter to Children’s Services. Children’s Services will then advise the DSL regarding any contact with the family.

The Head of Pre-Prep, working within the EYFS, takes lead responsibility for safeguarding EYFS children and liaising with the whole school DSLs and the local children’s agencies as appropriate. EYFS staff attend the ‘Working Together to Safeguard Children’ teaching session.

Multi-Agency Partnership: As a residential school, we work in partnership with safeguarding teams in both our locality and pupils’ home areas. In accordance with Surrey County procedures, we will liaise with Surrey Children’s Service in all cases of abuse or suspected abuse.

If a child is considered to be in need of additional support, the multi-agency approach will be taken. Using the **Early Help Assessment** as well as systems established within Hall Grove, each individual case will be assessed with the aim of enhancing the effectiveness of identifying and dealing with a child in need of support. Early Help is part of a wider Safeguarding and Wellbeing system that ensures that children receive the right help at the right time. Children and their families can move through the levels of need, as their situations demand.

3. School Procedures

Any member of staff or parent/carer having concerns that a pupil may be at risk of abuse should always discuss them with the DSL. Staff will be asked at this stage to complete a written record of their concerns. This record is then kept by the DSL in a confidential file. The DSL and Deputy DSL discuss a plan of action according to each individual situation. If appropriate, it is the responsibility of the DSL to seek further advice. The DSL would then share relevant information confidentially with the member of staff who had raised the concern and the pupil’s keyworkers on a need-to-know basis, reassuring them that action is being taken to protect the pupil.

A member of staff hearing a pupil’s disclosure of abuse should be guided by the following:

- a. Listen to the child rather than ask direct questions.
- b. Never stop the child who is freely recalling significant events.
- c. Make a note of the discussion, with time, date and signature.

The disclosure must be recorded. This record must then be passed to the DSL or Deputy DSL who will make a referral to Surrey Children's Services and record any action. All documentation will be kept by the DSL in a confidential file.

The member of staff hearing the initial disclosure must be satisfied that action has been taken.

It is important to note that it at any time there is a risk of immediate serious harm to a child, a referral must be made to Children's Services via the Surrey MASH immediately.

If a crime may have been committed, the matter should be reported to the Police. Staff must NOT conduct their own investigation.

4. Handling Disclosures – Advice to Staff

Although you may not seek information a pupil may wish to confide in you about having suffered some kind of abuse. This may involve abuse by one or more pupils against another. In such situations the following guidelines should be helpful:

- a. Find somewhere quiet to talk as soon as possible.
- b. Stay calm and re-assuring.
- c. Explain that you cannot promise to keep what you are told a secret – you may have to inform the DSL.
- d. Listen to and believe what the pupil tells you – tell them that, whatever the circumstances, they are not to blame.
- e. Do not press for details and do not ask leading questions – some cases of abuse may need further investigation. It is better for the pupil not to have to repeat details unnecessarily.
- f. Ask the pupil if he/she has told anyone else.
- g. Do not make any promises to the pupil – the situation may cause you to react emotionally. Whilst this is an understandable reaction, at such times it is possible that you could make promises you cannot fulfil.
- h. Tell the pupil you are pleased he/she has decided to tell someone and that this was the right thing to do.
- i. Let the pupil know you understand how difficult it is to talk about such experiences.

Allegations made in relation to members of staff: any member of staff hearing an allegation of abuse against another member of staff, volunteer or any adult involved in the work of the School must inform the Headmaster without delay. If the Headmaster is absent they must see the Deputy DSL. If the allegation concerns the Headmaster then it must be made to the Deputy DSL or direct to the Duty LADO (Local Authority Designated Officer) 0300 123 1650 (option 3) without delay. In case of serious harm, the Police should be informed from the outset.

If a disclosure or suspicion of abuse involves a member of staff the DSL must still refer the matter to the LADO. The DSL will follow the guidelines as laid down by Surrey Safeguarding Board.

EYFS: The Head of Pre-Prep or the DSL will inform Ofsted of allegations against people living or working at the premises, or of any other abuse alleged to have taken place on the premises as soon as practically possible and within 14 days at the latest.

Further guidance on handling disclosure is available online or by telephoning Surrey MASH on 0300 470 9100. The NSPCC 24-hour Freephone Helpline no. is 0808 800 5000.

5. Recording

As outlined in the section on School procedures, all concerns about, or disclosures from, pupils regarding any form of abuse or risk of being abused must be recorded in writing. The record must include statements of the time, circumstances and who else was present as well as giving exact details of what the pupil said. Any comments by the pupil should be recorded as soon as possible after they have been made – preferably quoting the exact words used. The School Nurses keep a file recording concerns surrounding a child, even if there is no need to make an immediate referral.

Any records/reports are kept by the DSL and Deputy DSL and may be passed to Surrey Children's Services when a referral is made. In cases of alleged child abuse which go to court, the court may require the School to provide the child protection records. All safeguarding and child protection records are kept in a locked filing cabinet in the School Nurses' Room. The Headmaster and Deputy DSL should not make their own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the Local Authority Designated Officer (LADO).

Safeguarding files regarding individual children will be transferred to their next school on leaving Hall Grove and the DSL will be contacted. SSCB procedures will be followed.

6. Confidentiality

A pupil who requests confidentiality must be told that this cannot be promised and it should be explained that staff have a responsibility to share information with those adults who will be able to help protect pupils from harm. The pupil should be reassured that only staff who need to know about it will be told. This could result in the pupil not continuing the conversation, in which case the matter should not be pursued but concerns reported to the DSL.

Staff have a professional duty to share confidential information about the protection of children with Children's Services via the DSL.

Staff should take care not to discuss information given in confidence outside the appropriate professional contexts.

Having informed the DSL of any concerns the member of staff must check that the DSL has dealt with the concern and ask for feedback.

7. Staff Recruitment

All new staff are appointed following the guidance given in the Safeguarding Children Recruitment in Education and in compliance with Independent School Standards Regulations. This also applies to those working for the Summer camp and for Clubs and Activities run by outside agencies. The school ensures that DBS (Disclosure and Barring Service) checks and prohibition order checks are undertaken, that references are taken up and that qualifications are verified. All staff, including ancillary staff, cooks and cleaners, sign a 'Disqualification by Association' form, as well as a self-declaration of medical fitness, to ensure that everyone on the Single Central Register is covered. Identity checks are completed and recorded in the Central Register. In the case of appointments from overseas, thorough checks will be made including the right to work in the UK.

As part of risk assessing residential expeditions, Hall Grove will endeavour to establish that safer recruitment policies have been followed and implemented.

Volunteers are not employed for assisting with residential school trips (eg to Battisborough House). If they were, the school would undertake the same checks as for recruiting a member of staff.

A member of staff, (whether employed, contracted, volunteer or student), who has harmed or poses a risk of harm to a child and who has been removed from working with children, or would have been removed if he/she had not left earlier, will be reported to the Local Authority Designated Officer (LADO) (0300 123 1650) and the Disclosure and Barring Service (DBS). There will be no use of 'compromise agreements' to avoid referral to the DBS.

It may be appropriate to refer to the National College for Teaching and Leadership (NCTL) for a prohibition order in cases of "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction for a relevant offence".

Further guidance can be found in the Government document 'Disqualification under the Childcare Act 2006' (February 2015) and on the NCTL website.

8. Staff Training

New staff (including part-time and voluntary staff who work with children) meet with the Deputy DSL as part of their induction programme. This takes place as soon as they start at the school. This meeting covers:

- a. clarifying school Safeguarding Procedures; highlighting the Staff Code of Conduct
- b. guidance regarding not being alone with pupils and appropriate physical contact when pupils are distressed or in need of assistance (e.g. with soiled clothing – see also Intimate Care statement overleaf)
- c. ‘Working together to safeguard children’ training, including copies of the session’s slides and references
- d. a requirement to read Part 1 of “Keeping Children Safe in Education” (September 2016) document. A copy is emailed to all staff (including non-teaching) and a hard copy is kept in the Staff Common Room. All staff must sign to say that they have read the document.

Update Training for the DSLs is required by Hall Grove to be undertaken at least every two years. This course meets the requirement for senior designated persons who have completed training provided by Surrey’s Safeguarding Children Board. The Headmaster and School Nurse (Mrs M Jackson) have both participated in Surrey’s multi-agency two day foundation training course. The Headmaster and his PA, Amanda Corry (who is responsible for the Central Register), have attended a Safer Recruitment training course. It is the responsibility of the DSL to arrange in-service training for all School staff as required. In Sept 2016 all staff attended an in-house ‘Working Together to Safeguard Children’ update session; this is repeated annually and ensures that all staff follow the policy and are informed of any changes in procedures. The DSLs will pay regular attention to any updates in procedures issued by the ISI or Surrey Safeguarding Children Board.

Whistleblowing and Prevent training are always covered in staff training (see Staff Handbook appendix).

There is an ongoing programme to train key staff in the procedures highlighted in Channel.

9. Protecting Staff Against Allegations of Abuse – Advice to Staff

Staff (including part-time and voluntary) should refer to the Staff Handbook for further details on this. The following sensible precautions can be taken when working alone with children:

- Work in a room where there is a glass panel in the door or leave the door open.
- Make sure that other adults visit the room occasionally.
- Avoid working in isolation with children unless thought has been given to safeguards.
- Do not go into the Boarding House accommodation without the Head of Boarding being aware.
- When helping to change a child ensure another adult is either present or aware of the situation.
- Do not give out personal mobile device numbers or private e-mail addresses.
- Do not give pupils lifts home in personal cars.
- Do not arrange to meet them outside of school hours.
- Do not chat to pupils on the social websites.

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an education setting to have a sexual relationship with a pupil even when the pupil is over the age of consent.

Any use of physical force or restraint against pupils will be carried out and documented in accordance with the Physical Contact with Children outlined in the Staff Handbook and Behaviour policy. If it is necessary to use physical action to prevent a child from injury to themselves or others then parents will be informed. Children will not be punished by any form of hitting, slapping, shaking or other degrading treatment.

If an allegation is made against a member of staff it must be reported immediately to the DSLs (one of whom is the Headmaster) and a thorough investigation will take place very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. This will be led by the DSLs, after consultation with the LADO, or in the most serious cases, the police. The LADO must be consulted within one day of the allegation being made. In the absence of the Headmaster, or if the allegation is against the Headmaster (and proprietor), then the other DSL must be informed immediately.

If a member of staff involved in allegations is resident at Hall Grove, alternative accommodation will be arranged.

In line with Surrey Safeguarding Children's Board procedures,

Suspension should only be considered if one or more of the following apply:

- A child or children are at risk of significant harm
- The allegation warrants investigation by the police
- The allegation is so serious that dismissal / gross misconduct is possible

If the allegation is proven to be true, the staff disciplinary procedure is followed.

Intimate Care

(see Appendix 2)

Use of Mobile Devices

(see Staff Handbook 6.12 for additional guidance)

Staff working directly with children must not use mobile devices unless there is an emergency related to the children in their care. They should be switched off or on silent mode in the classrooms. Mobile devices must not be used to photograph children at school. Children are not permitted to bring mobile devices to school.

Use of Cameras

(see Staff Handbook 6.15 for additional guidance)

Cameras are key tools in recording children's achievement and development, especially in the Pre-Prep. When a child starts at Hall Grove parents give consent to the use of cameras for appropriate recording purposes within school, as well as to the use of photos in outside publications or the press.

Use of the Internet

(see Staff Handbook 6.13 for additional guidance)

All pupils and staff are given e-safety education. This is also offered to all parents. Hall Grove ensures that there are appropriate filters and monitoring systems in place to protect pupils from harmful online material.

10. Support

Pupil: There is a paragraph written in the pupils' diary to ensure pupils know who to approach in school if they have any worries about keeping themselves safe. The number for Childline is also available for pupils. Refer to guidelines on handling disclosures and listening to children. Children's Services will advise us regarding giving appropriate support to a pupil who is involved in a Safeguarding investigation.

Staff: All staff may seek support and guidance from the DSL. The names of the DSLs, as well as contact details for the LADO, are displayed in Staff changing rooms and are also highlighted during staff training days at the beginning of each academic year. Children's Services may offer support to the DSL and other members of staff who could be involved in a child protection investigation.

Family: Summary information regarding safeguarding is periodically given to parents in a booklet entitled Hall Grove School - Key School Policies and Procedures. This information is kept updated on the school website.

Children's Services will advise us regarding giving appropriate support to families who may be involved in a child protection investigation.

11. Visitors to the School

All visitors are required to report to the Front Office on arrival to sign in, show ID and be given a visitor's badge. Staff who have arranged for the visit will meet their guest/s on arrival and accompany them whilst they are in school. At the end of a visit, badges are returned and visitors sign out.

Parent helpers in Pre-Prep who attend on a weekly basis sign in and out of the classrooms. They are treated as volunteers and not left unsupervised.

Outside speakers are invited into the school to broaden pupils' learning. A member of SMT will be consulted before any booking is made and prior checks will be made where possible (internet checks). All outside speakers are accompanied by a member of staff whilst on the school premises.

12. Monitoring

This policy document, and the efficiency with which the related duties have been discharged, will be reviewed annually by the DSLs and SLT. If changes in regulations are published, or should any deficiencies in safeguarding become evident, they will be remedied without delay. The Headmaster, as Proprietor, is aware of his duties to confirm that arrangements for safeguarding are adequate. The Directors of Hall Grove School Ltd will monitor policies, procedures, staffing and arrangements.

13. Further information

Further guidance on Safeguarding and Child Protection is available in School Nurse's Room, in a clearly labelled A4 file on the bookshelf.

Further advice on child protection is available from:

SSCB: <http://new.surreycc.gov.uk/social-care-and-health/childrens-social-care/information-for-child-social-care-professionals/surrey-safeguarding-children-board>

NSPCC: <http://www.nspcc.org.uk/>

Childline: <http://www.childline.org.uk/pages/home.aspx>

CEOPSThinkuknow: <http://www.thinkuknow.co.uk/>

The UK Safer Internet Centre: www.saferinternet.org.uk

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

The Prevent Duty: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

This policy is used in conjunction with the policies and procedures for:

Whistleblowing

Behaviour Management

Capability and Disciplinary

Staff handbook (includes Staff Code of Conduct)

PSHE schemes

Health and Safety

Anti-Bullying Strategy

Attendance

Curriculum

First Aid

Intimate Care (Appendix 2 of this policy)

E-safety

ICT Acceptable Use Policy for Staff

The Prevent Strategy (Appendix 3 of this policy)

Policy for dealing with a major incident or disaster and missing child

Updated October 2016

Appendix 1

Types of Child Abuse

Points 1–4 are taken from ‘Keeping children safe in education: statutory guidance for schools and colleges’ Department for Education, September 2016 (page 10).

1. **Physical Abuse:** ‘A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child’.

Bruises, lacerations and burns may be apparent, particularly when pupils change their clothes for physical education and sport activities. An explanation may be inconsistent with an injury, or several explanations may be provided.

2. **Emotional Abuse:** ‘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, though it may occur alone.’

Possible indicators of emotional abuse may be excessive dependence or attention seeking behaviour. In pre-school aged children they may display ‘frozen watchfulness’.

3. **Sexual Abuse:** ‘Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children 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.’

Sexual abuse may exhibit physical signs, or lead to a substantial behavioural change including precocity or withdrawal. Self-harm can also be an indicator.

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

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.’

Possible indicators of physical neglect may be inadequate clothing, poor growth, hunger or apparently deficient nutrition.

5. **Child on Child Abuse:** It is recommended that schools consider the possibility of ‘child on child abuse’. This may be of any of the four categories of abuse outlined in section 2 above (Types of Child Abuse).

If parents, teachers or children have any cause to think that this may have happened, the school procedures in section 4 above must be followed. It is recognised that there is a considerable area of overlap between child on child abuse and bullying. Examples may include inappropriate use of Internet, a campaign of text messages or the sharing of indecent images (‘sexting’). The DSLs will consider each case and decide whether it is appropriate to follow anti-bullying strategy or safeguarding procedures, and when in doubt they will consult with the Surrey Safeguarding Children Board.

Reference of such abuse to an external safeguarding agency will be made if there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm.

6. **Female Genital Mutilation (FGM) and Forced Marriage (FM):** Staff are made aware of the potential indicators that a child may be at risk of FGM or FM. Warning signs that FGM or FM are about to take place and the duty to report this, or have taken place, are highlighted to staff in Safeguarding Training. Local safeguarding procedures would be activated in the event of concern and a report would be made to the police. The Surrey Police ‘Diversity Crimes Unit’ can be contacted on 01483 639673. Staff are also made aware of signs that indicate a child may be a victim of **Child Sexual Exploitation**, meaning a form of sexual abuse in which a young person is manipulated or forced into taking part in a sexual act. This may be in return for attention, affection or other reward. (For staff code of conduct, please refer to ‘Staff Handbook’, sections 6 and 7).
7. Following the UK Government’s recent ‘**Prevent Strategy**’, aiming to reduce youth radicalisation and subsequent terrorism, Hall Grove has noted the implications for the school in a document entitled ‘*The Prevent Strategy and its implications for Hall Grove*’. A summary of this can be found in **Appendix 3** of this policy.

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo, or reject and/or undermine contemporary ideas and expressions of freedom of choice. The Counter-Terrorism and Security Act 2015 places a duty on schools to have due regard to the need to prevent people from being drawn into terrorism.

It is noted in ‘The Prevent Duty’ (June 2015) that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection. Signs of concern could be displayed by the child expressing very strong devotion to a particular newfound patriotism or ideological leader, verbal expression against the government or expressed feelings of disconnection from the community. Children may also display changes in their personality and emotional expressions, as well as possible dependence on communication technology.

School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

8. **Bruising in non-mobile children:** In line with Surrey Safeguarding Children Board procedures, the presence of bruising in children who are not independently mobile (those not yet crawling, cruising or walking independently) should raise concern. A ‘body map’ illustrating the bruising should be completed and must be reported to Surrey Children’s Services. Within Hall Grove, this would concern younger siblings or visitors to the school.
9. **In the event of a missing child:** Please see separate policy – ‘Policy for dealing with a major incident or disaster, a missing child and a child who is not collected’.

Appendix 2

Intimate Care

At Hall Grove we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity and respected at all times.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene. Children are supported with their personal care: reminding children to go to the toilet, teaching them about personal hygiene and developing their independence. Staff work closely with parents to identify and ensure the child's needs are met.

Children attend PSHE (Personal, Social and Health Education) where personal safety and personal hygiene is delivered in a manner appropriate to their development level and degree of understanding.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. The needs of a child will be addressed on an individual basis. The child is encouraged to undertake as much of the procedure as possible for themselves. The toilets in Pre-Prep are generally used to attend to a child's needs. There is no lockable door to these toilets. However, a child will be taken to School Nurse's Room if further privacy is necessary.

All staff attending to a child's intimate care needs are DBS checked, have a high awareness of child protection issues, and undertake their duties in a professional manner at all times, observing best practice. If a child should become distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into immediately.

There are shutters fitted onto the vision panels of the School Nurses' door. These will be used to maintain a child, parent or staff member's privacy when wanting to discuss a medical, pastoral or safeguarding issue.

Appendix 3

The Prevent Strategy and its implications for Hall Grove

Hall Grove staff are mindful of the UK Government's Prevent Strategy which is now a key part of Safeguarding.

The Strategy is relevant in the school context in its aim to reduce youth radicalisation and to build community cohesion. The Hall Grove family is drawn from a diverse range of cultures and backgrounds. We have a special responsibility to promote British cultural values.

Particular contexts where awareness and sensitivity to this topic are shown at Hall Grove are:

- Assemblies
- Tutor Meetings
- PSHE lessons, SMSC education
- Religious Studies, History and Geography lessons
- The Performing and Visual Arts
- Safeguarding Policies
- Bullying Policies (including use of Internet)
- Internet Safety
- Visitor Screening

We try to be aware of situations where a child could become socially withdrawn from his/her peer group and become alienated from society. We are alert to possible bullying and to the risk of any inappropriate use of the Internet.

Possible signs of radicalisation may be:

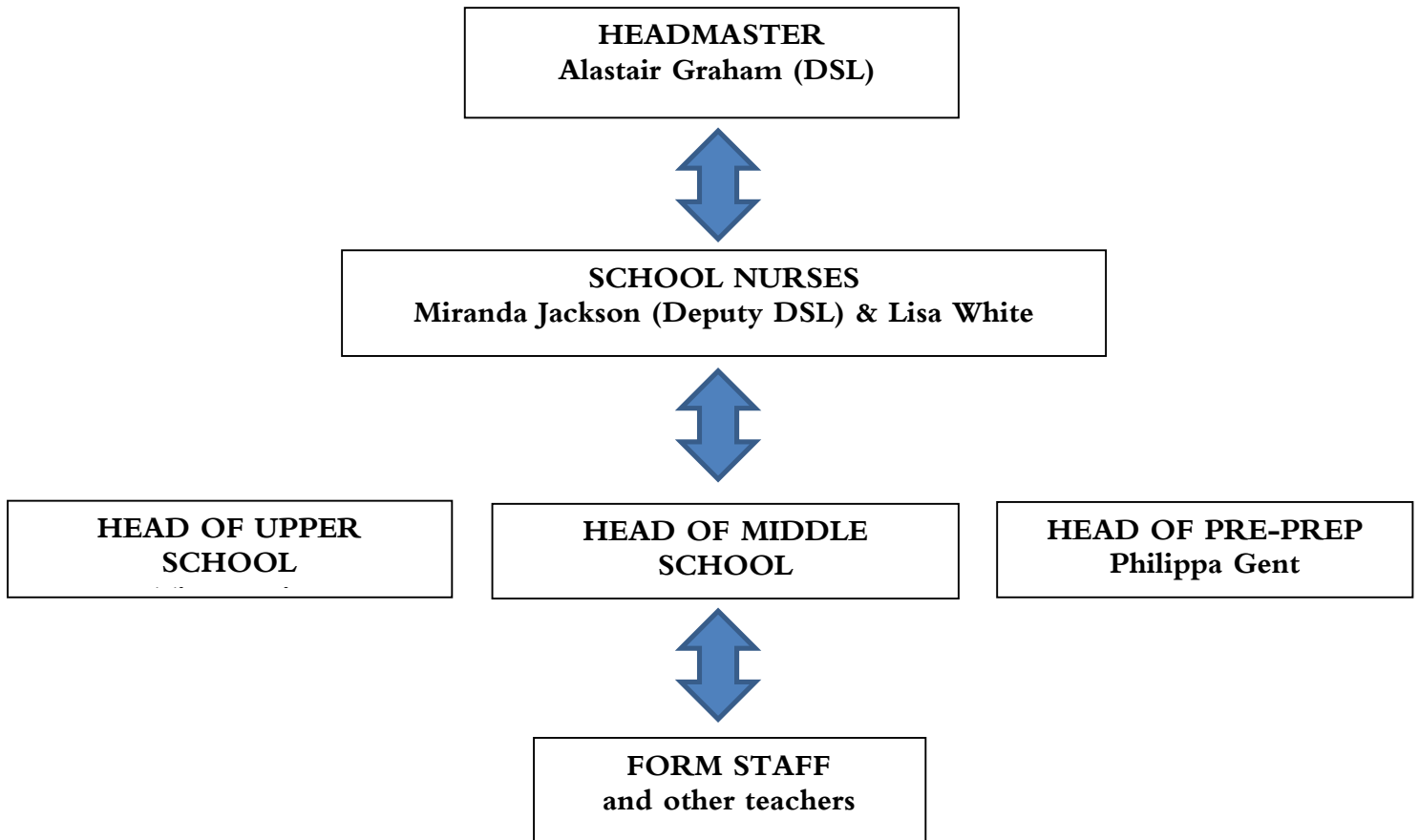
If there were clear indications that a child might become at risk to radicalisation, the Hall Grove Pastoral Team (see Appendix 4) will, as a matter of urgency, meet to discuss appropriate ways to help the child build resilience against harmful external influences.

Any concerns surrounding radicalisation or extremism can be discussed in confidence with Surrey Police Anti-terrorism team on 0800 789 321.

As in many aspects of school life, we cannot shape every outcome as a child grows up, but if we can help provide a secure and happy childhood for each individual we will have made a vital contribution.

Appendix 4

Pastoral Management at Hall Grove



Full Policy revised by ARG and MJ October 2016
To be revised as and when DfE announcements are made and by October 2017
Last annual review of policy October 2015 by Directors of Hall Grove School Ltd