THE ROSEWOOD SCHOOL

SAFEGUARDING AND CHILD PROTECTION POLICY 2021-2022

Staff Responsible Mr D Kirk Policy Date – September 2021 Review Date – September 2022

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**Date of last review:** September 2021

**Reviewed by:** Mrs B Guider

**Agreed by Governors:** September 2021

**Shared with all Staff**: 8.11.2021

**Frequency of review**: Annually

**Date of next review**: September 2022

**Designated Person For Child Protection**: David Kirk, Head teacher [dkirk@rosewood.dudley.sch.uk](about:blank)

**Deputy Designated Lead Person For Child Protection**: Bridget Guider, Teacher, [bguider@rosewood.dudley.sch.uk](about:blank)

**Named Governor for Safeguarding and Child Protection**: Paul Leyshon, H&S Governor, [pleyshon@gmail.com](about:blank)

**School LAC Designated Person:** Lyndsay Stallard, Assistant Head, [lstallard@rosewood.dudley.sch.uk](about:blank)

**Privately Fostered Named Person (Dudley LA**): Angela Marsh

**School E-Safety Lead**: Amie Cooper, Teacher, [acooper@rosewooddudley.sch.uk](about:blank)

**Mental Health Lead:** Mrs T Baker

**Local Authority Designated Officer (DO), for allegations against staff:** Yvonne Nelson Brown Tel: 01384 813110 Referral e-mail: [allegations@dudley.gcsx.gov.uk](about:blank)

**Chair of Governors**: Helen Edwards, helenmedwards41@hotmail.com

**MASH**: 0300 555 8574 **Out of Hours Duty Team**: 033 555 8574

**CSE Team**: Nicki Burrows [CSE.Team@dudley.gov.uk](about:blank) Nikki Fernandez

**School Nurse**: Melanie Morby, 01384 813062

**Introduction to Safeguarding and Child Protection**

Rosewood School recognises its legal duty under s.175/157 Education Act 2002 to work with other agencies in safeguarding and promoting the welfare of children and young people and protecting them from “significant harm”. These duties are defined by:

* Guidance for safer working practice for those working with children and young people in an education setting May 2019
* Keeping Children safe in Education, September 2021
* Safer working practices for working with children, 2018
* “Safeguarding Children and Safer Recruitment in Education” The School Staffing (England) Regulations 2014
* Working Together to Safeguard Children” (2018)
* Dudley Safeguarding People Partnership Board (DSPPB) - Safeguarding Children Procedures September 2019 [http://safeguarding.dudley.gov.uk/](about:blank)
* Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015
* Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015)
* Information Sharing (2018)
* Dealing with Allegations of Abuse against Teachers and Other Staff (2012)
* Children Act 1989
* Children Act 2004
* Education Act 2002
* The Rehabilitation of Offenders act 1974

Rosewood School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside. Safeguarding and promoting the welfare of children is everyone’s responsibility.

Rosewood School is committed in ensuring that all staff who come into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil the responsibility effectively, the school will ensure their approach is child centred. This means that they will consider, at all times, what is in the best interests of the child.

Because of our day-to-day contact with children and young people, education staff are particularly well placed to observe outward signs of abuse, changes in children’s behaviour or their failure to develop. We need, therefore ‘to be alert to the possibility of abuse occurring, aware of the procedures to be followed if the school have suspicions and have the confidence to follow those procedures. This policy applies to all staff, governors and volunteers working in the school.

**Policy Aims**

The aim of this policy is to provide information for all staff to carry out this duty of care responsibly.

The seven main elements of the policy are:

* Ensuring we practice safe recruitment through checking the suitability of staff and volunteers to work with children.
* Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
* Implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
* Supporting pupils who have been abused in accordance with his / her child protection plan.
* Establishing a safe environment in which children can learn and develop.
* Ensuring pupils are kept safe from harm, including Prevent strategies to avoid radicalisation and extreme views.
* Ensuring there are links with other safeguarding policies and procedures for example, anti–bullying, behaviour policy, attendance, physical intervention, medical conditions, first aid, intimate care, educational visits, sexual exploitation, sexting, disability, homophobic abuse, racism, domestic abuse, female genital mutilation, radicalisation and extremism, honour based violence. For further information on some of these procedures, refer to the DSPPB website. There is also separate guidance for school on what to do in the event of a death of a child, use of images and safer working practice guidance.

We recognise that because of the day-to-day contact with children, our staff are well placed to observe the outward signs of abuse. The school will therefore:

* Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
* Ensure children know that there are adults in the school whom they can approach if they are worried.
* Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from harm.

#### **Procedures**

Rosewood School will ensure that all staff follow the procedures set out by the Dudley Safeguarding People Partnership Board and take account of guidance issued by the Department of Education (DfE) to:

* Ensure we have a designated safeguarding lead for child protection who has received appropriate training and support for this role. The designated safeguarding lead for the school is David Kirk. The deputy designated safeguarding lead is Mrs B Guider, and Assistant Designated Safeguarding Lead is Mrs A Cooper.
* Ensure we have a nominated governor responsible for child protection. The designated Governor for Child Protection for the school is Mr P Leyshon.
* Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated safeguarding lead and deputies responsible for child protection and their role.
* Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead responsible for child protection.
* Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus. Parents should be made aware of the policies and procedures.
* Ensure that parents are aware that this policy is available on request, and make the policy available on the school website.
* Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at child protection meetings.
* Develop links with other agencies that support the child such as Child and Adult Mental Health Service, Education Investigation and Education Psychology Service.
* Keep written records of concerns about children, even where there is no need to refer the matter immediately.
* When a child transfers to another School/College the records will be transferred securely.
* Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
* Ensure that all staff are aware of what to do if there are concerns around a child. Appendix 1 refers to what to do if you are concerned. A multi-agency referral (MARF) must be completed when making a referral and can be accessed from the DSCB website.

**Role and Responsibilities of Designated Safeguarding Lead**

The Designated Safeguarding Lead has ultimate responsibility and management oversight and accountability for safeguarding and child protection. The team at Rosewood comprises the Head as DSL with a deputy DSL and an assistant. This is due to the high volume of child protection work carried out by the school. The team meet regularly to discuss caseloads and responses.

The Safeguarding Team will act as a source of support, advice and expertise for all staff. Ongoing training will ensure that the team have a solid understanding of current safeguarding themes and regularly disseminate new guidelines to all staff raising safeguarding awareness within the school and wider community.

The Team will ensure that they understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care arrangements.

The school recognises a child centred and coordinated approach to safeguarding Schools and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance Working together to safeguard children. Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who is exposed to children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.

No single professional can have a full picture of a child’s needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

* + protecting children from maltreatment;
  + preventing impairment of children’s 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.
  + DSL’s should work closely with senior Mental Health Leads.
  + DSL’s should help promote education outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.

Children includes everyone under the age of 18.

Guidelines on when to be concerned can be found in Appendix 2

When the school has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken.

Child protection information will be dealt with in a confidential manner.

Staff will be informed of relevant details only when the Designated Safeguarding Lead feels that those staff having knowledge of a situation will improve their ability to deal with an individual child and / or family. A written record will be made of what information has been shared with whom, and when.

Child protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child: the school will not keep family files. Files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation and guidance.

Access to these records by staff other than by the Designated Safeguarding Lead will be restricted.

Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents will be in line with any home school policies and give due regard to which adults have parental responsibility. The Rosewood School will not disclose to a parent any information held on a child if this places the child at risk of significant harm.

If a pupil/student moves from our school, child protection records will be forwarded on to the Designated Safeguarding Lead at the new school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two schools may be necessary, especially on transfer from primary to secondary schools. The Rosewood School will record where and to whom the records have been passed and the date. If sending by post pupil records will be sent by “Special/Recorded Delivery”. For audit purposes a note of all pupil records transferred or received should be kept in either paper or electronic format. This will include the child’s name, date of birth, where and to whom the records have been sent and the date sent and/or received.

If a pupil/student is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded on to the relevant organisation.

Where a vulnerable young person is moving to a Further Education establishment, consideration should be given to the student’s wishes and feelings on their child protection information being passed on in order that the FE establishment can provide appropriate support.

See KCSiE 2021 Annex B pg.100 in regards to specific responsibilities

**Staff support**

We recognise the stressful and traumatic nature of child protection work. We will support staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

**Roles and Responsibility of Governors and Governing Bodies**

It is the responsibility of governing bodies and proprietors to ensure that they comply with their duties under legislation. They must have regards to this guidance to ensure that the policies, procedures and training in their schools are effective and comply with the law at all times.

The statutory guidance, Keeping Children Safe in Education 2019 places statutory requirements on all governing bodies. Governing bodies must make sure that their school has policies and procedures in place and take into account any guidance issued by the Secretary of State, any LA guidance and locally agreed inter- agency procedures.

* **Legislation and the law -** Governing bodies and proprietors (in KCSiE Part 2, unless otherwise stated, this includes management committees) must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.
* Governing bodies and proprietors should have a senior board level (or equivalent) lead to take **leadership** responsibility for their schools or college safeguarding arrangements.
* Governing bodies must have a clear policy and procedures for managing allegations against staff. Chairs of governing bodies are expected to work with the headteacher (unless the allegation concerns the headteacher) and local authority Designated Officer to confirm the facts about individual cases. They are also expected to reach a joint decision on the way forward in each case.

In cases that involve the headteacher, the Chair of Governors is the key person to deal with the allegation.

**Involving Parents/Carers**

In general, we will discuss any child protection concerns with parents /carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the Designated Safeguarding Lead. However there may be occasions when the school will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child. Parents / carers will be informed about our Child Protection Policy through our parent handbook, website, newsletter and designated board.

## Safer Recruitment and Employment Practices KCSiE 2021 Part 3 pg:47

Rosewood School will follow Safer Recruitment processes (DSCB procedures) which will include the following:

* Declaration of the intent to undertake a DBS check in the advertisement
* Ensuring that at least one member of the interview panel has attended DSCB Safer Recruitment training
* Ensuring that references are gained before interview
* Ensuring that a safeguarding question is included in the interview
* Ensuring that any gaps in employment are explored at interview
* Undertake a DBS check at the relevant level to the position
* All Governors now require an Enhanced DBS check The Prohibition of teaching checks must be completed for everyone engaged in ‘teaching work’ , whether a qualified teacher or not: and recorded on the Single Central Record

Rosewood School will follow the ‘‘Managing Allegations against Staff (DSCB Procedures). This includes all supply staff and volunteers. The Head Teacher will deal with allegations made against school staff. All allegations against the Head Teacher will be referred to the Chair of Governors.

In addition to this Rosewood School will have routine systems for continually monitoring the performance of staff ensuring compliance with both child protection procedures and the code of good practice?All staff within Rosewood will adhere to the Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (May 2019). This covers a wide range of issues around staff conduct e.g. Use of Mobile Phones etc. All staff have access to the counselling service within Dudley Council.

If any concerns or allegations are made against members of staff, in the first instance these should be discussed with the Local Area Designated Officer (LADO). It is useful at this stage to also provide full names of the member of staff and child involved in the allegation, their dates of birth, addresses and details of any previous concerns, as this will avoid delay. All allegations against people who work with children will be passed on to the LADO in accordance with the Working Together to Safeguard Children (2018) and the DSCB Safeguarding Children Procedures. A LADO Referral and Monitoring form will need to be completed.

If staff have concerns about a fellow colleague, they should follow the Whistle Blowing Procedures.

The NSCPCC whistle blowing helpline is available for staff within our School, who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285. The email address is [help@nscpp.org.uk](about:blank)

**Referral to Disclosure & Barring Service (DBS)**

Any employee who is dismissed or resigns due to a child protection case will be referred to the DBS, who will consider the future risk and harm the individual possess to vulnerable groups including children.

The Single Central record must be in place and include all the areas covered in the Keeping Children Safe in Education (2021). Further advice on this can be sought from your HR Officer The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purpose of keeping children safe (KCSiE 2022, p29; para 110). Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

linked to your school.

**Information Sharing, Confidentiality and Record Keeping**

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection outlined in the guidance documents

* [Information sharing: Advice for Practitioners providing safeguarding services](file:///C:\Users\Rebecca.croft\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\08KXVR6R\Information_sharing_advice_practitioners_safeguarding_services.pdf) [WT2018](file:///C:\Users\Rebecca.croft\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\08KXVR6R\Working_together_to_safeguard_children_inter_agency_guidance.pdf).
* The Information Commissioners Office (ICO) <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>
* [Data Protection: toolkit for schools](file:///C:\Users\Rebecca.croft\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\08KXVR6R\Data_Protection_Toolkit_for_Schools_OpenBeta.pdf)

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Staff within our School are clear that if they have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, they will have a conversation with the designated safeguarding lead to agree a course of action. Although staff members can make a referral to children’s social care.

Rosewood School is committed to the Early Help approach and staff are able to identify learners who need support through this route.

If a child is in immediate danger or is at risk of harm a referral should be made to the Single Point of Access Team and / or the police immediately.

Telephone Contact - **0300 555 0050**

Advice should be sought, from the Multi Agency Safeguarding Team (Mash), where the child lives, on, who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information will be stored in a secure place with restricted access to designated people and be maintained in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

It may be necessary to liaise and where necessary, challenge other agencies involved, in order to obtain relevant information to support the child appropriately. If a child resides in another borough but attends a school in Dudley Rosewood will ensure that we liaise with the Local Authority in which the child resides.

If a child who is subject to a child protection plan leaves, their information should be transferred to the new school immediately and that child’s social worker is informed.

**Early Help**

The revised Early Help in Dudley ensuring the appropriate level of support is put in place for our children, young people and families. Early Help strategy was endorsed by the Young People’s Alliance Board in April 2018 and sets out a pathway for Early Help in Dudley and will ensure that the appropriate level of support is put in place for our children, young people and families.

See link to supporting documents Page 14

#### **The Curriculum**

Child protection and wider child safety issues will be addressed through the curriculum as appropriate. For example self-esteem, emotional literacy, assertiveness, power, sex and relationship education, e-safety and bullying**,** British Values, Online safety, Radicalisation and extremism. Child Protection and wider child safety issues will be addressed through the curriculum as appropriate.

Our school will support pupils by:

Ensuring the content of the curriculum includes:

* Social and emotional aspects of learning
* E Safety/Internet Safety
* Travel Training
* Stranger Danger

Ensuring that child protection is included in the curriculum to help children stay safe, recognise when they do not feel safe and identify who they can talk to by:

* Providing pupils with a number of appropriate adults to approach if they are in difficulties
* Support the child’s development in ways that will foster security, confidence and independence.

**Other areas of work**

All our policies which address issues of power and potential harm, for example bullying, on-line safety, equal opportunities, handling, positive behaviour, will be linked to ensure a whole school approach.

Our Child Protection policy cannot be separated from the general ethos of the school, which should ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

Staff will follow DSPPB Children Procedures if there are concerns around peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence / sexual assaults and sexting.

**Virtual School Heads**

Rosewood School is committed in working with the Virtual school Head and supporting the progress of looked after children in the school and meet the needs identified in the child’s personal education plan. **Named Virtual Head – Andrew Wright**

[Andrew.wright@dudley.gov.uk](about:blank)

**Named Designated Person Looked After Children (LAC)**

Designated person should aim to work in partnership with the Virtual School Coordinator on how funding can best support the progress of a LAC

We will ensure that staff have the skills, knowledge and understanding to keep Children in Care and previous Children in Care safe. We will ensure that:

* Appropriate staff have relevant information about Children in Care’s looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
* The DSL has details of children’s social workers and relevant virtual school heads

We have appointed a designated teacher, Lyndsay Stallard, who is responsible for promoting the educational achievement of Children in Care and previous Children in Care in line with [statutory guidance](about:blank).

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

**As part of their role, the designated teacher will**:

* Work closely with the DSL to ensure that any safeguarding concerns regarding Children in Care and previous Children in Care are quickly and effectively responded to
* Work with virtual school heads to promote the educational achievement of, Children in Care and previous Children in Care, including discussing how pupil premium plus funding can be best used to support LAC and meet the needs identified in their personal education plans

**Children with Special Educational Needs and Disabilities**

The Rosewood School is committed to working with children with special educational needs (SEN) and disabilities who often face additional safeguarding challenges. This can include:

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration;
* Children with SEN and disabilities can be disproportionally impacted by things like bullying without outwards showing any signs:
* Communication barriers and difficulties in overcoming these barriers.

#### **Training and Development**

Rosewood School is committed to ensuring all staff are trained to a high standard. The detail around this is set out below.

According to ‘Keeping Children Safe in Education’ (2021), The Designated Safeguarding Lead and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

In addition to their formal training, as set out above, their knowledge and skills should be updated , (for example via e-bulletins, meetings other designated safeguarding leads, or taking time to read and digest safeguarding developments), At regular intervals, but at least annually, to keep up with any developments relevant to their role.

The Designated Safeguarding Lead must undertake Advanced training every two years. It is recommended good practice that the member of staff who deputises for the Designated Safeguarding Lead undertakes Advanced Training every two years as well.

Governing bodies and proprietors should ensure that all staff undergo safeguarding and child protection training at induction. The training should be regularly updated and in line with advice from DSPPB.

In addition all staff members should ensure regular safeguarding and child protection updates (for example, via email, e. Bulletins, staff meetings), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

**Procedure for dealing with complaints and allegations about staff – KCSiE, Part Four, p81**

*Schools must work with other agencies to investigate when who has worked at the school has “behaved or may have behaved in a way that indicates they may not be suitable to work with children’’*

*Part 4 of KCSiE 2021*

Any concerns about the conduct of any adults in the school should be taken to the Headteacher NOT DSL

KCSiE has separated Part four into two sections –

Section One for allegations that may meet the threshold

Section Two for allegations/concerns that do not meet the threshold i.e. low-level concerns.

Included in Section Two, information about concerns that do not meet the harm threshold. This includes what a low level concern is, making the link between low level concerns, staff code of conduct and safeguarding policies, and recording and sharing information with relevant parties including whether this information should be included in references.

**Procedure for dealing with complaints and allegations about the headteacher**

Concerns about the Headteacher should go to the Chair of Governors.

LADO: Yvonne Nelson Brown & Valerie Wilmot (PT)

**Whistleblowing**

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies are in place for such concerns to be raised with the schools senior leadership team.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found at: Advice on whistleblowing [https://www.gov.uk/whistleblowing](about:blank) or via our whistleblowing policy.

## The NSPCC whistleblowing helpline is available as an alternative [https://www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline](about:blank)

## Implementation, Review and Monitoring

Implementation will take place by ensuring this policy is discussed at the governors meeting and ensuring all staff are made aware of its existence.

This Policy will be monitored and reviewed on an annual basis. A copy of this Policy is also available on the School website

**Supporting Documents**

**Keeping Children Safe in Education (2021): KCSiE:** [**https://www.gov.uk/government/publications/keeping-children-safe-in-education--2**](about:blank)

**Early Help:** [http://www.dudley.gov.uk/resident/care-health/children-and-family-care/early-help-for-children-and-families/](about:blank)

**Early Help Guidance and thresholds:** http://www.dudley.gov.uk/resident/care-health/children- and-family-care/early-help-for-children-and -families

**DSCB Safeguarding Children Procedures:** [http://safeguarding.dudley.gov.uk/](about:blank)

Working Together to Safeguard Children (2018)

Guidance for safer working practice for those working with children and young people in education setting (May 2019)

Schools Anti-Bullying Policy, updated annually

Dealing with Allegations of Abuse against Teachers and Other Staff. Guidance for LA’, Head Teachers, School Staff, Governing Bodies and Proprietors of Independent Schools (Department of Education, Oct 2012).

Schools Complaints Procedure

**Addition School Policies which take into account Safeguarding and Child Protection**

Behaviour Policy

Confidentiality Policy

Anti-Bullying Policy

Safer Recruitment Policy

Physical Intervention Policy

Covid Policy – School reopening

Online Safety Policy

**APPENDIX 1**

**Signs and Symptoms of Abuse**

All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

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

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

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

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

**Neglect**: the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy, for example, because 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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Appendix 2**

**Specific safeguarding issues**

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger

**Peer on peer/child on child abuse and relationship abuse: See KCSiE 2021 Annex B p135**

We recognise that children can abuse their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

We also recognise the gendered nature of peer-on-peer/child on child abuse. However, it is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

* Is serious, and potentially a criminal offence
* Could put pupils in the school at risk
* Is violent
* Involves pupils being forced to use drugs or alcohol
* Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, up skirting or sexually inappropriate pictures or videos (including sexting)

**If a pupil makes an allegation of abuse against another pupil**:

* The incident must be recorded and the allegation passed to the DSL
* The DSL will contact the Local Authority Children’s Social Care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
* The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
* The DSL will contact the Children and Adolescent Mental Health Services (CAMHS), if appropriate
* **We will minimise the risk of peer-on-peer abuse by**:
* Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images
* Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
* Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
* Ensuring pupils know they can talk to staff confidentially
* Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

See Anti Bullying Policy

**Child Sexual Exploitation: See KCSiE 2021 Annex B pg. 125**

Child sexual exploitation (CSE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

CSE can include both physical contact (penetrative and non-penetrative acts) and non-contact sexual activity. It can also happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam. CSE may also occur without the victim’s immediate knowledge, for example through others copying videos or images.

**In addition to the CCE indicators above, indicators of CSE can include a child**:

* Having an older boyfriend or girlfriend
* Suffering from sexually transmitted infections or becoming pregnant

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority’s children’s social care team and the police, if appropriate.

**Child Criminal Exploitation - County lines: See** **KCSiE 2021 Annex B pg.125**

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

* children who appear with unexplained gifts or new possessions
* children who associate with other young people involved in exploitation
* children who suffer from changes in emotional well-being
* children who misuse drugs and alcohol
* children who go missing for periods of time or regularly come home late
* children who regularly miss school or education or do not take part in education.

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority’s children’s social care team and the police, if appropriate.

**Domestic Abuse – See KCSiE 2021 pg. 130**

Domestic abuse can take many forms, including psychological, physical, sexual, financial and emotional. Our school recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We work with other key partners and share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm. The impact of on children who are exposed to Domestic abuse or suffer it in their own relationships have been made clear.

New Domestic Abuse Act 2021 outlines the new definition and requirements from local councils, new orders and a new definition. Plus children will be classed as victims in their own right

**Operation Encompass** operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child’s circumstances and can enable support to be given to the child according to their needs.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

• NSPCC- UK domestic-abuse Signs Symptoms Effects

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

• Safelives: young people and domestic abuse.

**Female Genital Mutilation - mandatory reporting duty for teachers. See KCSiE 2021 Annex B pg.121**

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach (see following section).

**FGM mandatory reporting duty for teachers**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

Honour Based Abuse (including Forced Marriage)

So-called ‘honour-based’ abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedures.

**Forced Marriage**

Forcing a person into marriage is a crime. A forced marriage is one entered without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the ‘one chance’ rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

* Speak to the pupil about the concerns in a secure and private place
* Activate the local safeguarding procedures and refer the case to the local authority’s designated officer
* Seek advice from the Forced Marriage Unit on 020 7008 0151 or [fmu@fco.gov.uk](about:blank)
* Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate.

**LGBT + Pupils**

Some pupils may be vulnerable due to their sexual orientation or gender identity, either because they are subject to homophobic, bi-phobic or transphobic bullying or because of negative responses from parents/carers or others, which may result in increased risk of self-harm, suicide or homelessness.

Several studies also evidence that LGBT+ young people may be at increased risk of becoming victims of CSE.

Schools should therefore ensure that they are aware of the increased risk factors and know how to access appropriate support for these young people when required

LGBT+ young people can also be victims of Sexual Violence and Harassment – KCSiE p138

Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

Staff should be aware of the importance of:

• challenging inappropriate behaviours

• making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up

• not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and

• challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

Children Missing from Education

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

* Are at risk of harm or neglect
* Are at risk of forced marriage or FGM
* Come from Gypsy, Roma, or Traveler families
* Come from the families of service personnel
* Go missing or run away from home or care
* Are supervised by the youth justice system
* Cease to attend a school
* Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child’s name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children’s social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

The potential for children to be exploited when missing from education is further emphasised. All staff must be aware of the unauthorised absence and children missing from education procedures for their school. Children missing and missing from education is a safeguarding issue. If you have serious concerns about a child missing/missing from education complete a MARF or ring the Police.

For further information: Children Missing Education statutory guidance for local authorities 2016 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/550416/Children\_Missing\_Education\_-\_statutory\_guidance.pdf](about:blank)

Children Missing Education (CME) – See KCSiE 2021 pg.126

**Preventing Radicalisation & Prevent – See KCSiE 2021 p135-136**

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard16 to the need to prevent people from being drawn into terrorism”.17 This duty is known as the Prevent duty.

* **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
* **Extremism** is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces
* **Terrorism** is an action that:
  + Endangers or causes serious violence to a person/people;
  + Causes serious damage to property; or
  + Seriously interferes or disrupts an electronic system

The use or threat of terrorism must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force.

We will ensure that suitable internet filtering is in place and equip our pupils to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils’ behaviour.

The government website [Educate Against Hate](about:blank) and charity [NSPCC](about:blank) say that signs that a pupil is being radicalised can include:

* Refusal to engage with, or becoming abusive to, peers who are different from themselves
* Becoming susceptible to conspiracy theories and feelings of persecution
* Changes in friendship groups and appearance
* Rejecting activities, they used to enjoy
* Converting to a new religion
* Isolating themselves from family and friends
* Talking as if from a scripted speech
* An unwillingness or inability to discuss their views
* A sudden disrespectful attitude towards others
* Increased levels of anger
* Increased secretiveness, especially around internet use
* Expressions of sympathy for extremist ideologies and groups, or justification of their actions
* Accessing extremist material online, including on Facebook or Twitter
* Possessing extremist literature
* Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour, staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our reporting procedures including discussing their concerns with the DSL.

**Sexual violence and sexual harassment between children in schools and colleges – see KCSiE 2021 Annex B p136**

Sexual violence and sexual harassment can occur between two children of **any** age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk

Advice is available here: [https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges](about:blank)

Mental Health - If you have a mental health concern

Positive mental health is the concern of the whole community and we recognise that schools play a key part in this. Our school wants to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs.

We understand that there are risk factors, which increase someone’s vulnerability, and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual’s life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

Further guidance from **KCSiE 2021, p13 para 41-45**

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern about a child that is also a safeguarding concern, take immediate action.

If you have a mental health concern that is **not** also a safeguarding concern, speak to the DSL to agree a course of action.

**Contextual Safeguarding**

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (or deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and/or welfare. Children’s social care assessments should consider such factors so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

**See KCSiE (Annex B pg:123)** contains important additional information about specific forms of abuse and safeguarding issues. School and college leaders and those staff who work directly with children should read the annex.

**Children and the court system pg:124**

**Children with family members in prison pg:125**

**Homelessness pg:130**

**Upskirting pg:139**

**Sexual violence and sexual harassment between children in schools and college’s pg:136**

**Appendix 3**

**What to do if you are concerned:**

**(Concerns outside the immediate environment (e.g. a parent or carer))**

 Report your concerns to the, DesignatedSafeguarding Lead who should contact the Multi Agency Safeguarding Hub (MASH) or the Police as soon as possible.

 If the Designated Safeguarding Leadis not available, then the Head Teacher or the person currently responsible for the school should be informed. (This is to ensure there is no delay in seeking advice or making a referral).

**** The SPA Team and theDesignated Safeguarding Lead will decide how to involve the parents/carers. Parents should not be informed if to do so would increase risk to the child’.

 Maintain confidentiality on a **need to know** basis only.

**Information for social care or the police about suspected abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

* The reasons for your concern
* Full name and date of birth of the child
* Names and dates of birth of the child's family/household members
* Other agencies/professionals involved with the family
* The child's first language and any special needs
  + The child’s developmental needs, family and environmental factors and parenting capacity
  + Any work you may have already undertaken with the child and family

All incidents will be reported on a Multi –Agency Referral Form (MARF)

## Responding to allegations or suspicions (about someone working with children or young people (e.g. a teaching assistant)

It is not the responsibility of anyone working within Rosewood, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Rosewood Schoolwill ensure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

All allegations or suspicions of abuse will be taken seriously and treated in accordance with these procedures. They will be applied when there is an allegation or concern that any person, who works with children, in connection with their employment, voluntary or personal activity, has:

* Behaved in a way that has harmed a child, or may have harmed a child;
* Possibly committed a criminal offence against, or related to a child;
* Behaved towards a child or children in a way that indicates they are likely to pose a risk of harm to children

These behaviours will be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect). This includes concerns relating to inappropriate relationships between members of staff and children or young people, for example:

* Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (s16-19 *Sexual Offences Act 2003*);
* ‘Grooming’, i.e. meeting a child under 16 with intent to commit a relevant offence (s15 *Sexual Offences Act 2003*);
* Other ‘grooming’ behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socializing etc);
* Possession of sexual images of children / pseudo-photographs of children.
* Female Genital Mutilation (FGM)

The definition of working with children includes paid and unpaid staff, volunteers and carers (including foster and adoptive carers). It may include everyone who works in Rosewood School, including administrative and other support staff.

**Action if there are concerns**

Concerns about poor practice:

 If, following consideration, the allegation is clearly about poor practice; the Head Teacher will deal with it as a misconduct issue.

**** If the allegation is about poor practice by the Designated Safeguarding Lead, or if the matter has been handled inadequately and concerns remain, it should be reported to the Head Teacher / Chair of Governors who will decide on whether disciplinary action should be taken and the next steps to take.

Concerns about suspected abuse

 Any suspicion that a child has been abused by either a member of staff or a volunteer must be reported to the Designated Safeguarding Lead / Head Teacher, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

 The Designated Safeguarding Lead / Head Teacher will refer the allegation to the SPA Team who may involve the Police. All allegations against people who work with children must be passed onto the LADO.

 The parents or carers of the child will be contacted as soon as possible following advice from the SPA Team.

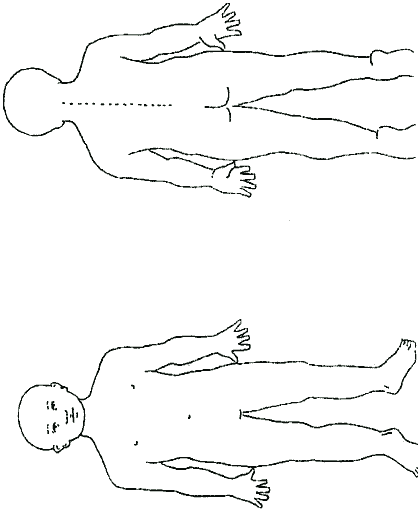
 If the Designated Safeguarding Lead is the subject of the suspicion/allegation, the concern must be shared with the Head Teacher. If the Head Teacher is the subject of the concern / allegation, the concern must be shared with the Chair of Governor. The Chair of Governors will liaise with the Designated Officer for Managing Allegations and HR.

**Internal Enquiries and Suspension**

 The Head Teacher will liaise with the Chair of Governors and make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social care inquiries. Advice can also be sought from the Human Resources Section and the LADO.

 Irrespective of the findings of MASH or Police inquiries the Head Teacher / Chair of Governors will assess all individual cases to decide whether an individual can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Chair of Governors and Head Teacher must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

**Appendix 4**



**Appendix 5**

**COVID-19 school closure arrangements for**

**Safeguarding and Child Protection at**

**Rosewood School**

**School Name: Rosewood School**

**Policy owner:** **David Kirk**

**Date: April 2020**

**Date shared with staff: April 2020**

# Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers are 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 the Rosewood School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

[1. Context 31](#_Toc12960)

[3. Vulnerable children 3](#_Toc12961)

[4. Attendance monitoring 4](#_Toc12962)

[5. Designated Safeguarding Lead 4](#_Toc12963)

[6. Reporting a concern 5](#_Toc12964)

[7. Safeguarding Training and induction 6](#_Toc12965)

[8. Safer recruitment/volunteers and movement of staff 6](#_Toc12966)

[9. Online safety in schools and colleges 7](#_Toc12967)

[10. Children and online safety away from school and college 7](#_Toc12968)

[11. Supporting children not in school 8](#_Toc12969)

[12. Supporting children in school 9](#_Toc12970)

[13. Peer on Peer Abuse 9](#_Toc12971)

[14. Support from the Multi-Academy Trust 9](#_Toc12972)

**Key contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact number** | **Email** |
| Designated  Safeguarding  Lead | Bridget Guider | 07955769391 | bguider@rosewood.dudley.sch.uk |
| Headteacher | David Kirk | 01384 816800 | dkirk@rosewood.dudley.sch.uk |
| Chair of  Governors | Helen Edwards |  | helenmedwards41@hotmail.com |

# Vulnerable children

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 be deemed vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to offer 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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

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.

Rosewood School will continue to work with and support children’s social workers to help protect vulnerable children. This includes working with and supporting children’s social workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this will be Bridget Guider.

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 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 Rosewood School will explore the reasons for this directly with the parent.

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

Rosewood 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-today attendance processes to follow up on non-attendance.

Rosewood School and social workers will agree with parents/carers whether children in need should be attending school – Rosewood name will then follow up on any pupil that they were expecting to attend, who does not. Rosewood name 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.

To support the above, Rosewood 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, Rosewood School will notify their social worker.

# Designated Safeguarding Lead

Rosewood School has Two Designated Safeguarding Leads (DSL) and a Deputy DSL.

The Designated Safeguarding Leads names are David Kirk and Bridget Guider

The Deputy Designated Safeguarding Lead is Amie Cooper.

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 contact 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 might include updating and managing access to child protection online management system, School safeguarding systems / 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 Rosewood School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

# 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 Schools safeguarding systems / CPOMS, which can be remotely.

In the unlikely event that a member of staff cannot access their School safeguarding systems / CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher, etc. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately.

If there is a significant safeguarding concern and/or if any child, where staying at home for a prolonged period raises a concern for DSL, refer to MASH/Children’s Social Services outlining the risks on a MARF and record safeguarding details on Rosewood School safeguarding systems.

MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: MASH\_Referrals@dudley.gov.uk

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be verbally, and then followed up with an email to the headteacher. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown [Allegations@dudley.gov.uk](about:blank)

Concerns around the Headteacher should be directed to the Chair of Governors: Helen Edwards.

# Safeguarding Training and induction

DSL training is very 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 Rosewood School, they will continue to be provided with a safeguarding induction.

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, they will 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, Rosewood 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.

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

Rosewood 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.

Rosewood 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, Rosewood 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

Rosewood 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 Rosewood School code of conduct.

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

# Supporting children not in school

Rosewood 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 School safeguarding systems / CPOMS, as should a record of contact have made.

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

Rosewood 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.

Rosewood 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 Rosewood School need to be aware of this in setting expectations of pupils’ work where they are at home.

Rosewood 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 Schools safeguarding systems / CPOMS.

# Supporting children in school

Rosewood School is committed to ensuring the safety and wellbeing of all its students.

Rosewood 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.

Rosewood 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.

Rosewood 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 Schools safeguarding systems / CPOMS.

Where Rosewood School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

# Peer on Peer Abuse

Rosewood School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Schools safeguarding systems / CPOMS and appropriate referrals made.

# Support from Local Authority

# Please refer to daily updates from the Local Authority and continuous guidance from the DfE.

**Appendix 6**

**COVID-19 School reopening additions to Safeguarding and Child Protection Policy at Rosewood School**

**School Name: Rosewood School**

**Policy owner:** David Kirk

**Date: 1st June 2020**

**Date shared with staff: 3rd June 2020**

**Date shared with Governors: 3rd June 2020**

From the week commencing 1 June, Rosewood expect to be able to welcome back more children to early years, school and further education settings. (See guidance on actions for education and childcare settings to prepare for wider opening from 1 June 2020 for more details.)

[https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020](about:blank)

The department has also published guidance on implementing protective measures in education and childcare settings to support this.

[https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](about:blank)

[Keeping Children Safe in Education](about:blank) (KCSIE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as required by legislation and/or their funding agreements.

This addendum of the Rosewood Safeguarding, and Child Protection Policy contains details of safeguarding arrangements listed below:

1. Staff and volunteers able to identify any new safeguarding concerns about individual children as they see them in person following partial school closures
2. Staff and volunteers understand the school’s process if they have any concerns about a child, including any returning child/ren, and are able to act immediately
3. Staff and volunteers keep themselves updated with continuing safeguarding updates and new guidance and are aware that Rosewood safeguarding arrangements may be subject to change, therefore should make themselves aware of potential new procedures during unprecedented times.
4. Outline, where resources allow, that DSLs (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return
5. Ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. Schools and colleges (led by the DSL or deputy) should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns
6. School name has a clear reporting process for parents/carers to inform staff and volunteers that their child has suspected symptoms of COVID19 or feels unwell. Staff will support parents/carers following the advice set out by Public Health England
7. Changes to DSL (and deputy) arrangements - The aim 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 contact via phone or online video - for example when working remotely.

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 might include updating and managing access to child protection online management system (CPOMS) /other school safeguarding systems 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 staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be remotely.

1. Process may be revised for managing any reports of peer on peer abuse and support victims (the principles as set out in part 5 of [KCSIE](about:blank) should continue to inform any revised approach.) Rosewood will listen and work with the young person, parents/carers and any multiagency partner required ensuring the safety and security of that young person. Concerns and actions must be recorded on schools safeguarding systems / CPOMS and appropriate referrals made.
2. Process for Domestic Abuse/Domestic Violence should continue via Operation Encompass. (contact [Beverley.leddington@dudley.gov.uk](about:blank) )
3. Staff and volunteers should understand the Rosewood procedure if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of [KCSIE](about:blank) will continue to support how a school or college responds to any such concerns)
4. Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

* are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
* have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](about:blank)), that their needs can be as safely or more safely met in the educational environment
* have been assessed as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children’s social care services, adopted children, those at risk of becoming NEET (‘not in employment, education or training’), those living in temporary accommodation, those who are young carers and others at the provider and local authority’s discretion.

Read more in the guidance on [vulnerable children and young people](about:blank).

1. Arrangements are in place to keep children who are not physically attending the school or college safe, particularly online, and how concerns about these children are reported.
2. Supporting children in school –Rosewood is committed to ensuring the safety and wellbeing of all its students. Rosewood will continue to be a safe space for all children to attend and flourish in line with implementing protective measures guidance and follow advice from Public Health England on sanitation, social distancing and other measures to limit the risk of spread of COVID19.

The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Rosewood will ensure that where we care for all children we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on schools safeguarding systems / CPOMS.

1. Supporting Children away from School - Rosewood 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 remains in place for that child or young person.

Details of this plan must be recorded on School safeguarding systems / CPOMS, as should a record of all contacts made. Communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded.

Rosewood and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Plans must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Rosewood 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 school name need to be aware of this in setting expectations of pupils’ work where they are at home.

1. Children and Online Safety away from School/College - Staff and volunteers should be aware of the clear reporting routes for children to raise any concerns whilst working online and are able to signpost children to age appropriate practical support from:

* [Childline](about:blank) - for support
* [UK Safer Internet Centre](about:blank) - to report and remove harmful online content
* [CEOP](about:blank) - for advice on making a report about online abuse

Rosewood will ensure 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 continue to be made to children’s social care and as required the police.

Remote Education - [guidance on safeguarding and remote education](about:blank) to support schools and colleges plan lessons safely.

Virtual Lessons and Live Streaming - There is no expectation that teachers should live stream or provide pre-recorded videos. Schools and colleges should consider the approaches that best suit the needs of their children and staff.

[https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm\_source=cc90fb4d-85d1-4c41-837a-dd29a3eccbc2&utm\_medium=email&utm\_campaign=govuk-notifications&utm\_content=immediate](about:blank)

1. Online Safety in Schools/Colleges - All staff and volunteers should continue to consider the safety of their children when they are asked to work online. Online teaching ‘do’s and don’ts’ should be the same principles as set out in the school’s or college’s staff behaviour policy (sometimes known as a code of conduct) and should be followed. This policy should also include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

The policy should continue to ensure that appropriate filters and monitoring systems (read guidance on what “appropriate” looks like) are in place to protect children when they are online on the school or college’s IT systems. The policy should apply equally to any existing or new online and distance learning arrangements, which are introduced. The policy should continue to ensure any use of online learning tools and systems is in line with privacy and data protection requirements.

Staff and volunteers should be in regular contact with parents and carers. Those communications should continue to be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will asked to access and be clear which members of school staff (if anyone) their child is going to be interacting with online. Support for parents:

* [Thinkuknow](about:blank) provides advice from the National Crime Agency (NCA) on staying safe online
* [Parent info](about:blank) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
* [Childnet](about:blank) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
* [Internet Matters](about:blank) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
* [London Grid for Learning](about:blank) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
* [Net-aware](about:blank) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
* [Let’s Talk About It](about:blank) has advice for parents and carers to keep children safe from online radicalisation
* [UK Safer Internet Centre](about:blank) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services
* [support for parents and carers to keep children safe from online harms](about:blank), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
* [support to stay safe online](about:blank) includes security and privacy settings, blocking unsuitable content, and parental controls

1. Rosewood to continue to work with local safeguarding partners and receive any updated advice.  DSLs (or deputies) should be leading the school or college’s input into the local arrangements
2. Rosewood to work with and receive any updated advice from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children’s social care, reporting mechanisms, referral thresholds and children in need
3. Staff to work with and support children’s social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be verbally, and then followed up with an email to the headteacher. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown, [Allegations@dudley.gov.uk](about:blank) Concerns around the Headteacher should be directed to the Chair of Governors: Helen Edwards

Rosewood will continue to work with and support children’s social workers to help protect vulnerable children. This includes working with and supporting children’s social workers and the Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this is:

Virtual School Head (VSH) – Andrew Wright, [Andrew.Wright@dudley.gov.uk](about:blank)

1. Attendance - Senior leaders, especially the Designated Safeguarding Lead (and deputy) know our most vulnerable children. They have the flexibility to offer a place to those on the edge of receiving children’s social care support. DSL staff should continue to notify social workers where children with a social worker do not attend. They should also continue to follow up with any parent or carer whose child is expected to attend and does not. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, DSL staff will notify their social worker.

Rosewood should have at least two emergency contacts to enable communicating with parents and carers and ask for any additional emergency contact numbers where they are not available.

Parents and carers will not be penalised if their child does not attend educational provision.

Rosewood will take attendance register from 1 June and continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many children and staff are attending.

1. Reporting a concern - Where staff have a concern about a child, they should continue to follow the process outlined in the original school Safeguarding Policy; this includes making a report via schools safeguarding systems / CPOMS, which can be remotely. Staff are reminded of the need to report any concern immediately.

If there is a significant safeguarding concern and/or if any child, where staying at home for a prolonged period raises a concern for DSL, refer to MASH/Children’s Social Services outlining the risks on a MARF and record safeguarding details on Rosewood safeguarding systems/CPOMS.

MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: [MASH\_Referrals@dudley.gov.uk](about:blank)