



# Gresham's School

## Child Protection

## and Safeguarding Policy

### UNDER REVIEW

**Children in our care are in trust. This places a burden of responsibility on all staff who care for them. It is the duty and responsibility of all involved in the care of young people at Gresham's School to recognise and exercise that trust in the light and practice of the legal framework**

**ensuring that the best interests of the child are always paramount.**

# 01. Child Protection: Policy Statement

- The welfare of children at Gresham's School is paramount.
- The Children's Act of 1989 and the Education Act of 2002 places a statutory responsibility upon schools to promote and safeguard every child's welfare and to have a written policy in place concerning abuse of any kind; it is the duty of all staff - both teaching and non-teaching - to play an active role in ensuring the safety and promoting the welfare of the children in the School's care.
- Should any deficiencies or weaknesses be discovered in the School's Child Protection arrangements, they will be remedied without delay.
- This policy applies to all staff and volunteers who work at Gresham's Prep School. It is available from the School website, and will be supplied to parents and pupils on request. (Please note that a slightly different policy operates for staff in the Senior and Pre-prep Schools).
- The School's policy complies with Keeping Children safe in Education (2015) and Working Together to Safeguard Children (2015).
- Our policy, in line with the Children Act 2004 Section 10, is to take all reasonable measures to improve the wellbeing of each child and young person (pupil) in our care.
- The Head, all staff and volunteers in regulated activity will undertake child protection training which will be updated every three years. This will include part-time and voluntary staff. Upper Sixth Form pupils are briefed on child protection and the appropriate action to take should they receive any allegations of abuse. This takes place at the beginning of the School year.
- The School has procedures in place to deal with all allegations of abuse against staff, volunteers and the Head. Allegations against staff, Gap students or volunteers should be reported immediately to the Head or to Children's Social Care, but you must keep the Designated Safeguarding Lead informed. If the Head is absent, the allegation should be passed to the Deputy Head, or the member of staff acting as Headmaster. If the allegation concerns the Head, the person receiving the allegation should immediately inform the Chair of Governors without notifying the Head first. If the allegation is against the DSL it should be reported to the Head. In the case of serious harm, the police should be informed from the outset. This will always be in accordance with the statutory DfE guidance and Norfolk

Safeguarding Children's Board Protocol 27, and in such matters the School will also inform and seek advice from the LADO. The Designated Safeguarding Leads are Mr James Quick, Mrs Jemma Fenn and Mrs Katie Fields. See Section 5.

- The Governor responsible for Child Protection is Dr Susan Rubin and she will review annually the School's Child Protection policies and procedures and the efficiency with which the related duties have been discharged. The DSLs and the Governor responsible use the LSCB's Self Review tool as part of this process. Dr Rubin can be contacted on 07771 500740, or via the Clerk to the Governors, Mrs Victoria Hovenden on 07788 264694.
- The Designated Safeguarding Leads will make a full written annual report to the Governing Body, under LSCB's guidelines, presented in person to the Governing Body.
- It is the duty of the IT staff to ensure that internet access and electronic communication is as safe as possible. It is the responsibility of the ICT teaching staff to teach best safe practice in electronic communication. The Internet Safety Officer is Mrs Cathy Braithwaite.
- Mr James Quick and Mrs Jemma Fenn are the members of staff nominated to liaise with the Children's Social Care Department of the Local Authority over welfare matters.
- All young people under the age of 18 are subject to the Children Act 1989 and therefore Child Protection procedures apply to them.

## 02. Aims

- The School aims, in compliance with Section 10 of the Children Act 2004, to:
- Improve the physical and mental health and the emotional well-being of the young people in its care; to protect them from harm and neglect and to keep them safe from maltreatment.
- To provide pupils with relevant information, skills and attitudes to help them resist abuse and prepare for the responsibilities of adult life, including home and family.
- To allow staff to be familiar with, and confident of, the appropriate Child Protection procedures and issues. This policy is intended to give clear guidance to all staff, teaching and support staff, on signs that

may indicate the possibility of abuse and the procedure to follow if a young person discloses or a member of staff suspects abuse.

- To monitor children who have been identified as 'at risk'.
- To support children who have been abused, in accordance with their agreed Child Protection plans.

### 03. Objectives

- Skills and information will be delivered through the curriculum and especially through the PSHE programme and I.T lessons.
- All pupils have their own copy of the school diary which includes advice on worries and complaints, e safety, bullying and Safeguarding information. This information is discussed in tutor group sessions and assemblies at the beginning of the School year.
- We try to create an environment and ethos in which young people feel secure and their points of view valued. They are encouraged to talk and they are listened to.
- We provide a range of appropriate adults whom they may approach if they are in difficulties.
- Staff will treat pupils with respect and pupils are expected to treat each other and staff with respect.
- We try to impress upon pupils the importance of rejecting violence as a means of resolving conflict.
- We give pupils opportunities to understand stress and strategies for coping with it.
- We include in the curriculum information on personal safety.
- We operate clear policies on drugs, alcohol and substance misuse.
- We provide Child Protection training regularly to School staff. All staff undergo online Child Protection training before commencing employment, and information on Staff Code of Conduct and Whistleblowing Policy is delivered by the HR department. All staff have an induction session with the Designated Safeguarding Lead on the first day of work.
- Each member of staff must sign a specific form to say that they have read and understood the policy, as well as Part One and Annex A of Keeping Children Safe in Education (KCSIE) July 2016, and accept their duty to cooperate with the School management in promoting Child Protection.

- We inform parents/guardians in the Parent Information Booklet that staff are required by law to follow the Norfolk Safeguarding Children Board procedures if they suspect that a pupil is a victim of abuse.
- There is a designated teacher (Mr James Quick) with particular responsibility for Children In Care (CIC) and a list of CIC is regularly reviewed and updated. Safety of our pupils offsite is covered in our Educational tours and trips policy, Prep School staff, handbook part 11.

## 04. Recognising Child Abuse

- Abuse by one or more pupils against another pupil will usually be dealt with by the School's disciplinary framework in accordance with the School's Anti-Bullying policy. Bullying behaviour is damaging and may lead to abuse; there is also the possibility that relationships between students are abusive, and that perpetrator and victim may be at risk. Pupils and staff should be alert to these possibilities and where there is reasonable cause to suspect a child is suffering, they should refer to the DSL. Where a pupil is at risk of significant harm, the DSL will contact Children's Social Care. The Police will be contacted at the earliest opportunity if the allegation indicates that a potential criminal offence has taken place. Staff should also bear in mind that safeguarding issues can manifest themselves via peer on peer abuse.
- 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.
- Behaviours linked to the likes of drug taking, alcohol abuse, truancing and sexting put children at risk.
- Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Staff must be alert to potential assumptions that indicators of possible abuse such as mood, behaviour and injury, relate to the child's disability without further exploration. Children with SEN can be disproportionately impacted by things like bullying without showing any outward signs.

- It is the duty of all staff to be vigilant and observant when dealing with pupils in their care and to have no hesitation in passing on concerns they may have regarding the physical and emotional well-being of any child in the School. The following lists, whilst not exhaustive, may be indicators that a child is suffering abuse. Staff should be aware of other signs they deem to be of concern.
- Child abuse is when a child or young person is suffering or likely to suffer significant harm. A person may abuse or neglect a child/young person by inflicting harm or failing to act to prevent harm. There are four categories of child abuse in the Children Act. These are: Physical Abuse, Neglect, Emotional Abuse and Sexual Abuse.
- Abuse is a form of maltreatment. A person may abuse a child by inflicting harm. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger, or for example, via the internet. They may be abused by an adult or adults, or another child or children.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child including by fabricating the symptoms of, or deliberately causing ill health to a child.

Signs and symptoms of physical abuse could include:

- Unexplained injuries or burns, bruises, finger marks
- Fear of undressing or medical help
- Improbable explanations for injuries
- Refusal to discuss injuries
- Untreated injuries
- Withdrawal from physical contact
- Self-destructive tendencies
- Fear of returning home or parents being contacts
- Unexplained absence from school
- Aggression towards others

## Neglect

Neglect is a form of maltreatment. A person may neglect a child by failing to act to prevent harm. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child/young person's health or development. Neglect may involve a parent failing to:

- Provide adequate food, clothing, shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs

Signs and symptoms of neglect could include:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Low self-esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

## Emotional Abuse

Emotional Abuse is the persistent emotional ill-treatment of a child/young person such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the overprotection and limitation of exploring and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing



children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs and symptoms of emotional abuse could include:

- Physical and emotional development lags
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour
- Self-mutilation
- Social isolation - few friends
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Compulsive stealing or scavenging

### Sexual Abuse

Sexual abuse involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. These may involve physical contact, including penetrative (rape, buggery or oral sex) or non-penetrative acts. It may include involving children or looking at it, or the in the production of sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. It should be noted and remembered that abuse may be carried out by men or women, or by young people themselves. Also included in this category are Grooming, Female Genital Mutilation and Child Sexual Exploitation.

### Grooming

Grooming is a subtle, gradual, and escalating process of building trust with a young person. It is deliberate and purposeful. It may take place over weeks, months, or even years before any sexual abuse actually takes place. It may happen via the internet or social media, or in person. It usually begins with behaviours that may not even seem to be inappropriate.

Grooming young people may include strategies such as:

- Identifying with the child.
- The abuser may appear to be the only one who understands him/her. Displaying common interests in sports, music, movies, video games, television shows, etc.
- Recognizing and filling the child's need for affection and attention.
- Giving gifts or special privileges to the adolescent.
- Allowing or encouraging the child to break rules (e.g., smoking, drinking, using drugs, viewing pornography).
- Communicating with the child outside of the person's role (e.g., teacher, or coach). This could include, for example, texting or emailing the young person without the parents' knowledge

### Child Sexual Exploitation

Child sexual exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. It can involve violent, humiliating and degrading sexual assaults. Consent cannot be given, even when a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. It does not always involve physical contact and can happen online.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Signs and symptoms of sexual abuse and sexual exploitation could include:

- Sudden changes in behaviour or performance
- Displays of affection in a sexual way, inappropriate to age
- Sexual awareness inappropriate to age
- Tendency to cling and need reassurance
- Tendency to cry easily
- Regression to younger behavioural traits
- Complaints of genital itching or persistent infections in anal or genital regions

- Distrust of a familiar adult, or anxiety about being left with a relative or babysitter
- Bruises, scratches, bite marks on the body
- Unexplained gifts of money
- Depression and withdrawal
- Apparent secrecy
- Wetting day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and venereal diseases
- Anorexia or bulimia
- Frequent masturbation
- Unexplained pregnancy
- Fear of undressing for games
- Phobias and panic attacks

### Female genital mutilation (FGM)

This is a form of child abuse which has devastating physical and psychological consequences for girls and women. The World Health Organization describes it as: "procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons" (WHO, 2013). Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM on herself. The Female Genital Mutilation Act 2003 tightened this law to criminalise FGM being carried out on UK citizens overseas. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison. There is now a mandatory reporting duty; all staff will be required, by law to report to the Police, and to the LSCB, if there is any evidence FGM has taken place or is about to happen. Norfolk Police can be reached by dialling 101, or in an emergency, 999.

A girl at immediate risk of FGM may not know what's going to happen, but she might talk about:

- being taken 'home' to visit family
- a special occasion to 'become a woman'
- an older female relative visiting the UK.

She may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school.

A girl or woman who's had FGM may:

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

So called 'Honour Based' Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM and forced marriage. All forms of so called HBV are abuse (regardless of the motivation) and should be handled as such.

### Forced Marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties. Concerns must be reported to the DSL to escalate.

### Vulnerability to Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Gresham's School is clear that this exploitation and radicalisation should be viewed as a safeguarding concern, and we will seek to protect children and young people against the messages of violent extremism.

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge

between them and their families and communities. It is vital that staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Special Educational Need – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;

- Joining or seeking to join extremist organisations; and significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

#### Action:

- Screening & monitoring of School network by IT staff, in close association with the Internet Safety officer; awareness of the need for vigilance about pupils accessing websites which are connected with radicalised or terrorist activity.
- Vigilance by House staff and other staff for changes in pupil's behaviour (as above).
- Staff to report any concerns immediately to DSL and the Internet Safety Officer. DSL to report immediately to Children's ~~Services~~ Social Care, [MASHSupervisors@norfolk.pnn.police.uk](mailto:MASHSupervisors@norfolk.pnn.police.uk); using the *Person Vulnerable to Radicalisation (VTR) Referral Form*. This will access the Channel process the police, and Children's Social Care as appropriate.
- Engagement with parents/the family will be considered as they are in a key position to spot signs. Families will be helped and supported and guided to support mechanisms.
- DSL to also consider DfE helpline 02073407264 or [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).
- All staff trained by the DSL to be aware of indicators of vulnerability, the 'PREVENT' strategy, and how 'Channel' process works.

## Significant Harm

Some children are in need of protection because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The Local Authority is under a duty to make enquiries, or cause enquiries to be made where it has reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. Decisions about significant harm are complex and should be informed by careful assessment of the child's circumstances, and discussion between the statutory agencies and the child and family.

## **Definition of harm and significant harm from Adoption & Children Act 2002, Section 10**

- Ill treatment or the impairment of health or development (impairment suffered from seeing or hearing the ill treatment of another)
- '**Development**' means physical, intellectual, emotional, social or behavioural development
- '**Health**' means physical or mental health
- '**Ill treatment**' includes sexual abuse and forms of ill-treatment which are not physical

## **Recognition of Significant Harm**

Any allegation of a sexual nature, or parents whose behaviour may present risk because of:

- Domestic violence, drug & alcohol abuse and mental health problems
- Any physical injury caused by assault or neglect which requires medical attention
- Repeated incidents of physical harm
- Any contact with a person assessed as presenting a risk to children, or children who live in low warmth, high criticism environments, and children who suffer from persistent neglect
- Children who may be involved in prostitution
- Other circumstances where professional judgement and/or evidence suggest a child's health, development or welfare may be significantly harmed

## **Stress and Distress**

An abused child will usually show signs of stress and distress. Possible signs of abuse include, but are not limited to, those listed below. Many of these may of course have nothing to do with abuse, but are worth consideration in trying to understand the child's behaviour:

- A fall-off in school performance
- Aggressive or hostile behaviour
- Difficulties in relationships with peers

- Excessively affectionate or sexual behaviour towards adults or other children
- Regression to more immature forms of behaviour
- Self-harming or suicidal behaviour
- No reasonable or consistent explanation for a pupil's injuries, or a pattern of injuries
- Disturbed sleep

## 05. Roles and Responsibilities

**It is the duty and responsibility of all involved in the care of young people at Gresham's School to recognise and exercise the trust placed in us, ensuring that the best interests of the child/young person are always paramount, and that Safeguarding is the responsibility of all staff and volunteers working with our pupils.**

### The Designated Safeguarding Leads

- Mr James Quick, (01263 714600, 07784 788076), Mrs Jemma Fenn (01263 714605) and Mrs Katie Fields (01263 714587) are the Designated Safeguarding Leads. They have responsibility for contacting the Children's Services to register concern about a child's welfare and implementing measures relating to Child Protection. Their responsibilities are to:
  - Be conversant with Local Safeguarding Children Board procedures
  - Consult and refer cases under Local Safeguarding Children Board procedures
  - Consult the Children's Social Care department on issues such as informing parents, informing other children or staff, seeking medical help, if an allegation or suspicion occurs
  - Organise training on Child Protection within the School, for staff. Attend training every 2 years.
  - Keep the Head informed if appropriate
  - Be aware of the role of other agencies
  - Cooperate as fully as possible with Police and Children's Social Care investigations - and ask to participate in their planning meetings if appropriate
  - Keep appropriate records



- Support staff
- Be available for staff in person during School hours, and by mobile at all other times. Advise staff of absence from School and availability of other DSLs.
- Monitor and evaluate the effectiveness and implementation of the School's Child Protection Policy
- Meet regularly to discuss Safeguarding and Child Protection matters, and any pupils who may be cause for concern.
- The Designated Safeguarding Leads will inform the initiating member of staff about the action taken.

### Teaching Staff

- Teachers bring a number of advantages to the recognition of child abuse:
- They have regular and frequent opportunities to observe children and changes in their behaviour.
- They have an ongoing relationship with children who may confide in them about difficulties.
- They have wide knowledge of the wide range of behaviour likely to be seen in children of a particular age.
- They have opportunities to observe the response of a group of children to particular situations. They will therefore be sensitive to surprising or unusual responses.

### All Staff

Every member of staff including volunteers working with children at our school is advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often, however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and

neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSLs to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

Whilst the Data Protection Act 1998 places duties on organisations and individuals to process information fairly and lawfully, it is not a barrier to sharing information where the failure to do so could result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Social Care immediately. **Anybody can make a referral.** If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSLs and/or the Head. Concerns should always lead to help for the child at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Social Care, or the police if:

- The situation is an emergency and the DSLs are all unavailable
- They are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Head or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Children's Social Care directly with their concerns. A referral should be responded to by Children's Social Care with 24 hrs. Staff must follow up a referral if information is not forthcoming.

#### Helping a child who wants to tell you about his/her abuse

- Staff should remember that the priority is to protect the child. The matter should be taken seriously. React calmly, listen carefully,

observe but do not judge. Don't stop the child who is freely recalling significant events. Reassure the child that s/he has done the right thing in telling you. Indicate the action you will take and make it clear that you will have to tell the Designated Safeguarding Lead (no secrets). If the child comes back to talk at a later stage s/he should be told that you cannot comment or advise as that might affect his/her security, but you can listen. Bear in mind these 'must not's':

- Do not drag the child to the Designated Person
- Do not yourself contact the parents
- Do not interrogate the child or ask leading questions
- Do not speak to anyone about whom allegations are made, including colleagues
- Do not promise confidentiality
- Do not ask a child outright if s/he or others have suffered abuse
- Avoid criticising the alleged perpetrator

## 06. Safer Recruitment

All appointments to the staff are checked in the following ways:

- Written references are obtained for all staff, and we do not accept testimonials. Those references will include specific comments about the suitability of the applicant to work in a residential school. Gaps in CVs are investigated. The identity and qualifications of the applicant are checked, and we require evidence of original academic certificates. The Head has completed the online training on Safer Recruitment.
- All members of staff, both academic and non-academic, who will have unsupervised access to the children will be checked at the enhanced level for criminal records via the police and the Disclosure and Barring Service (DBS).
- We will maintain a Single Central Register of all Safer Recruitment checks carried out in line with statutory requirements.
- Staff awaiting DBS clearance, Gap students and volunteers' access to children is only under appropriate supervision at all times. Staff awaiting DBS clearance will have the progress of their application checked every two weeks.
- The School Recruitment Policy sets out this process from beginning to end and can be found in the Staff Handbook, Part 4.

- For all persons over 16 (not on the roll of the school) who after April 2002 began to live on the same premises as boarders but are not employed by the school, an enhanced certificate with a barred list information is obtained from the Disclosure and Barring Service (DBS).
- There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with pupils.
- All persons visiting boarding accommodating (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation. See Access to Boarding Houses, Staff Handbook.
- Care is taken to ensure visiting speakers are suitable and supervised at all times. Where appropriate background research is conducted including internet searches.
- Care is taken to ensure that when our pupils are off site at particular events or activities, staff of these organisations/facilities are suitable to supervise them. Pupils are accompanied by Gresham's staff in this context. Safety of our pupils offsite is covered in our Educational tours and trips policy , Prep School staff, handbook part 11.
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## 07. Training and Induction

- When new staff, volunteers, temporary staff, or regular visitors join our school, they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy, and KCSIE July 2015, and told who the Designated Safeguarding Leads are.
- Every new member of staff or volunteer undertakes an online Child Protection training programme, and information on Staff Code of

Conduct and Whistleblowing Policy is delivered by the HR department, before commencing work. There is also an induction session with the DSL on the first day of work. The induction session reinforces online learning and reminds staff and volunteers of their responsibility to safeguard all children at our school, and confirms the remit of the role of the Designated Safeguarding Lead.

- Every visitor to the School will be given a set of our safeguarding procedures; they will be informed of who the DSLs are. All members of staff, the Head, and volunteers in regulated activity, will undertake appropriate safeguarding training at least once every three years. The DSLs will attend multi-agency training courses run by Norfolk Safeguarding Children's Board at least once every three years, and will attend **Designated Professional Training for Safeguarding Children in Education** provided by the Local Authority every two years.
- All staff will be trained by the DSL to be aware of indicators of vulnerability to radicalisation, the 'PREVENT' strategy, and how the 'Channel' process works
- Our Governor responsible for Child Protection will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school.
- The DSLs will also provide regular safeguarding updates for staff, and volunteers.

## 08. Monitoring and Recording

### Monitoring and Recording

It is important that all staff are engaged in Active Monitoring and are clear about the needs for written records in Safeguarding and promoting the Welfare of Children. Monitoring can help to identify abuse, even when none has been alleged or suspected.

Active monitoring:

- A collective eye on a child's safety
- Consideration of what is happening to the family
- Attendance
- Appearance
- Mood and behaviour
- Relationship with peers

- Relationship with staff
- Health
- Play
- Writing or drawing
- Signs of further abuse

We have a statutory duty to inform LSCB, and Local Authority Children Missing Education if a child of school age leaves the school and is not moving on to another school. We will also inform as above if a pupil fails to attend regularly or is absent without permission for ten days or more.

All staff have a statutory duty to pass on any Child Protection concerns and to follow these School (and local LSCB) procedures (Education Act 2002 & Children Act 2004):

- Be alert to signs of abuse.
- Take immediate action in the child's best interest by reporting any evidence of abuse or non-accidental injury to the DSL.
- Know the role of the DSL and School procedures.
- Enquire about the progress of individual cases in which they are/have been involved.
- Thereafter accept their restricted role as the case becomes the province of other agencies.
- Record accurately in writing information that may be required in Child Protection procedures. This note should record the time, date, place and people who were present as well as what was said. All evidence, for example scribbled notes, mobile phones with text messages, clothing and computers must be safeguarded and preserved. Also, make a note of what happened next.

### Summary of Disclosure

- No member of staff may keep a disclosure by a child confidential. There is a statutory responsibility on all staff to report any allegations immediately. Alleged victims or perpetrators should not be interviewed by school staff to elicit further information. A detailed written record, which must be signed and dated, must be made by staff, of any allegation, however unpalatable, and presented to the Designated Safeguarding Leads immediately. The form for this can be

found on the staff intranet safeguarding file. Hard copies can also be found in the staff room.

## 09. Ten Key Points to Follow if you Suspect, or Are Told of Abuse

The following guidelines may be helpful. They were compiled by Dr Roger Morgan OBE, who is the Children's Rights Director.

- Adults looking after children or young people in schools (or in residential establishments or youth organisations) should be aware of the risks of abuse (by adults or other young people), and take steps to reduce those risks.
- Adults (staff or volunteers) in charge of children or young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:
- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
- If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough, and even if you wrote on the back of something else (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards!). If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
- Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse, you have the responsibility to tell the right people to get something done about it (see below). If asked, explain that you will only tell people who absolutely have to know.
- Don't ask leading questions that might give your own ideas of what might have happened (e.g. 'did he do X to you?') – just ask "What do you want to tell me?" or "Is there anything else you want to say?".
- Immediately tell the person in charge of the school or group (unless they are themselves accused or suspected of abusing) – don't tell other adults or young people what you have been told.

- Discuss with the person in charge whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).
- Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people, etc. – the Children’s Social Care Department of the Local Authority and police staff are the people trained to do this – you could cause more damage and spoil possible criminal damage proceedings.
- As soon as possible (and certainly the same day) the person in charge should refer the matter to Children’s Social Care Department telephone number 0344 800 8014. Follow their requests about what to do next. They will set up any necessary investigations, and can advise you – that is their statutory job. If someone has made an allegation about the adult in charge of the school or group, YOU should contact the LADO and ask for advice.
- Never think abuse is impossible in your school or group, or that an accusation against someone you know well and trust is bound to be wrong.
- Children and young people often tell other young people, rather than staff or other adults, about abuse – make sure that your senior young people know the points on this sheet as well as the responsible adults
- **Important:**
- Bullying can develop into physical or sexual abuse – as can idiosyncratic punishments introduced by individuals: we have effective school practices to counter and monitor bullying and misuse of discipline.
- Be vigilant for early warning signs – such as favouritism, development of excessive one-to-one contact, increased involvement with changing or showering.
- Openly discuss within the staff group issues such as acceptable and unacceptable touching.
- Openly discuss with pupils issues such as times of day or week, and locations in school, that are high risk for bullying or illicit activities.
- Be aware that children can be particularly vulnerable in residential settings and be alert to pupil relationships and the potential for peer abuse.



## 10. Reporting Procedure

- A member of staff needs only reasonable cause for concern in order to act. One sentence from the child indicating abuse or non-accidental injury provides you with reasonable grounds and is sufficient for you to act. This may also apply if clear information comes from a sibling or another adult. However, as many of the signs of child abuse are also commonly associated with other medical, social or psychological problems, a member of staff may naturally wish to discuss some initial concerns with other staff. Concerns should be passed to the Designated Safeguarding Leads in writing without delay, using the reporting form found in the staff intranet safeguarding file. Hard copies can also be found in the staff room.

### Safeguarding Pathways

- Concerns about children who have suffered or who are likely to suffer significant harm are reported to MASH immediately in accordance with procedures outlined in this policy.
- Concerns about children who are in need of additional support from one or more agencies are dealt with via inter-agency assessment using local processes, including use of the Common Assessment Framework (CAF) and Team around the Child (TAC) approaches.

### Child Protection Referrals – MASH

- From 19<sup>th</sup> March 2012, the Norfolk Multi-Agency Safeguarding Hub (MASH) has undertaken the initial receipt and triaging of the NSCB1 referral forms.
- Where an agency/organisation or worker has concern for the welfare of safety of a child, they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

- A telephone referral must then be confirmed in writing using the form marked NSBC1, within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:
  - Faxed to the MASH Team on: 01603 762445
  - Posted to the MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk NR2 1ET
  - NSBC1 forms can also be emailed to MASH via [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk) but must only be sent from a secure email address.
- There should be a response to a referral within 24hrs, and if information is not forthcoming, the matter must be followed up.

## 11. Working with Parents and Carers

- Gresham's is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.
- When new pupils join our School, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced in the school prospectus.
- We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' right to privacy and confidentiality and will not share sensitive information unless we have permission for it, or it is necessary to do so in order to safeguard a child from harm.
- We will seek to share with parents any concerns we may have about their child **unless** to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding concerns the school has about a child will not prevent the DSL making a referral to Children's Social Care in those circumstances where it is appropriate to do so.

## 12. Allegations Against School Staff

These relate to: a member of staff who 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/children in a way that indicates he/she is unsuitable to work with children.

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

Teachers and school staff must protect themselves, and staff should bear in mind that even perfectly innocent actions can sometimes be misconstrued. Children may find being touched uncomfortable or distressing for a variety of reasons. It is also important not to touch pupils, however casually, in ways of on parts of the body that might be considered indecent. See also Staff Handbook, Part 8 Teaching Manual guidance section 12.35 '*Appropriate Physical Contact and the Use of Force to Restrain Pupils*'.

The Sexual Offences Act (Amended) 2003 states that it is a criminal offence for a person aged 18 or over in a position of trust in a school to engage in any sexual activity with a person under the age of 18 (in that school) irrespective of the age of consent, even if the basis of their relationship is consensual. In circumstances which involve an allegation against a member of staff, the responsibility for dealing with the matter lies with the Headmaster.

- Allegations against staff, Gap students or volunteers should be reported immediately to the Head or to Children's Social Care, but

you must keep the Designated Safeguarding Lead informed. If the Head is absent, the allegation should be passed to the Deputy Head, or in his absence the member of staff acting as Head. If the allegation concerns the Head, the person receiving the allegation should immediately inform the Chair of Governors without notifying the Head first. If the allegation is against the DSL it should be reported to the Head. In the case of serious harm, the police should be informed from the outset. This will always be in accordance with the statutory DfE guidance and Norfolk Safeguarding Children's Board Protocol 27, and in such matters the School will also inform and seek advice from the LADO.

Immediate suspension of the member of staff is only one of a number of options, which will be considered. Others include leave of absence, or providing a classroom assistant or colleague to be present in contact time. A member of staff in such circumstances will be advised of appropriate support, for example from his/her trades union, or a colleague contact.

- In the event of a member of boarding staff suspended pending investigation of a child protection nature, the School will ensure that satisfactory alternative accommodation arrangements have been made.
- In the event of an allegation being made against a teacher, the Head will immediately whether take advice from and refer the matter to the Local Authority Designated Officer (LADO), Ancil Gerber (01603 223473). The School will not undertake its own investigations without prior consultation with the LADO.
- The role of the LADO to give advice and guidance, liaise with the DSL, the Head, the Police and other agencies as necessary, and to oversee, manage and monitor the progress of the case to ensure that it is dealt with as quickly as possible consistent with a thorough and fair process.
- If the Head is wholly satisfied that the child or children is/are not at risk of significant harm and that a reportable criminal offence has not been committed he will consider the separate need for disciplinary action. In that case, an investigation at School level would be necessary.

- There is a requirement of the School to report to the Disclosure and Barring Service (DBS), within one month of leaving the School any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. Failure to make a report constitutes an offence.
- In the above context, ceasing to use a person's services includes: dismissal, non-renewal of a fixed-term contract, no longer engaging/refusing to engage a supply teacher provided by an employment agency, terminating the placement of a student teacher or other trainee, no longer using staff employed by contractors, no longer using volunteers, or resignation and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering.
- There are restrictions on the reporting or publishing of allegations against teachers and every effort will be made to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about the investigation or decision in a disciplinary case.
- As an independent School, we are also under a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction at any time, for a relevant offence". Further guidance is published on the NCTL website. Where a dismissal does not reach the threshold for DBS referral separate consideration will be given to an NCTL referral.
- Occasionally false allegations of abuse are made. To avoid as far as possible such an allegation, and situations which may give rise to misinterpretation, staff should be guided by the following advice:

- Avoid whenever possible unobserved situations of one-to-one contact with a child. If they are unavoidable, always keep a door open and try to ensure you are within the hearing of others. The exception is one-to-one music

lessons which take place in sound-proofed rooms, these rooms have a clear glass panel in the door and clear windows, with music lesson timetables with teachers' names clearly displayed in the department.

- Do not offer to transport children alone in your car without seeking advice and telling another colleague that this is what you propose to do.
- Do not engage in or allow any sexually provocative games whether based on talking or touching or engage in 'horseplay' involving children.
- Never make suggestive remarks or discriminatory comments to a child.
- Never engage in inappropriate electronic communication (such as Facebook or Twitter, etc.) with a pupil.
- Avoid 'favouritism' and singling out 'troublemakers'.
- Never trivialise child abuse.

Also see restraint policy in staff handbook section 9.10

## 13. Whistleblowing

Staff should familiarise themselves with the School's Whistleblowing Policy, Staff Handbook Part 4, Chapter 14. We will work for a culture of safety and of raising concerns as they arise. It is particularly important in the context of Child Protection. Staff have a statutory duty to report concerns that a child is at risk of abuse, is being, or has been abused, to the Designated Lead. This is because the interests of the child are paramount. However, fear of reprisal is a real issue for staff in reporting abuse by colleagues. The Public Interest Disclosure Act 1998 provides protection against victimisation for persons who, acting in good faith, raise concerns about a wide variety of malpractices in the public interest. Ofsted offer impartial advice and guidance on a special 'Whistleblowing' Helpline 08456 404046 as do the NSPCC 0800 0280285. You may also contact the independent charity 'Public Concern @ Work' for impartial advice and support, telephone 0207 4046609, or email [\*\*whistle@pcaw.co.uk\*\*](mailto:whistle@pcaw.co.uk).

When establishing the validity of any cause for concern care will be taken:

- To protect the whistleblower
- To avoid alerting anyone about whom a concern has been raised
- To avoid alerting other colleagues who may warn the subject of the concern
- To record the information
- To keep all records secure and confidential

## 14. Consultation/Referrals

If the Designated Safeguarding Lead receives allegations or has suspicions of abuse, or needs advice, he will inform the Children's Social Care Department, or the Police directly if it is an allegation or serious criminal offence, within 24 hours of his concerns. If the consultation/referral is by telephone, a written confirmation will be made. If the case meets the criteria for eligibility, the Children's Social Care Department will make background enquiries, including with the police. If the concerns appear well founded, a strategy discussion will follow, normally within two working days. At this point a decision will be taken either to proceed with an S47 enquiry/criminal investigation or not. If the concerns are substantiated and the child is deemed at continuing risk of significant harm, a Child Protection Conference will be convened.

The School will also:

- Take any necessary steps for the longer term protection and support of each pupil who has made allegations of abuse, or is alleged to have suffered from abuse, taking his or her wishes fully into account. This may involve the pupil receiving continuing support and protection from a staff member chosen by him/her, or changing boarding accommodation, or returning to his/her parents temporarily.
- Take any necessary steps to protect and support a pupil who is alleged to have abused another. The allegation may not later be substantiated, but even if it is, the School continues to have a statutory welfare responsibility towards this pupil while he/she is at the School. Ensure that any pupil being interviewed by the police has available a supportive member of staff of his/her own choice to accompany him/her if this becomes necessary.
- Take any necessary steps to support a member of staff against whom an allegation has been made, in addition to protecting their anonymity, for example, offers of external counselling and appropriate reasonable support (including medical) could be considered

## 15. Protocol for Searching for a Missing Pupil

If a pupil is missing from roll-call or from class without permission and the teacher has no knowledge of the pupil's whereabouts, the procedures should be as follows.

Teacher sends a pupil to School Secretary to inform of absence (or phones Office if mobile available)

School Secretary – checks with:

- Music lesson list in Office or Common Room
- Absentee list outside Library
- Matron in Crossways or Kenwyn
- Learning Support timetable in Office or Common Room
- Team sheets for away matches in Common Room only
- Field trip sheets in Common Room only

School Secretary contacts Headmaster or Deputy Head (or Deputy Head Academic or Assistant Head if not available) who designates available staff to begin search of:

### Prep School Buildings

Route A: Music School, Practice Rooms, Hall, Sheds, Butterwick Centre

Route B: Library, Rooms 12, 13, 14, 15 and Classroom Block,

Route C: Kenwyn all areas upstairs and down, plus boiler room steps, bike sheds

Route D: Crossways all areas upstairs and down

### Playing Fields

Including Kenwyn Lawn, Hedges, Colts Field, Cricket Pavilion, Walled Garden.

### Pre-Preparatory School and OSH Buildings



All areas outside, around Laundry and Pre-prep car parks

Headmaster or Deputy Head (Deputy Head Academic or Assistant Head) consults past history of absent pupil and any previous incidents recorded. Searches appropriate areas. Sends a car or cars out to search surrounding roads. If not found within 30 minutes:

Contacts parents

Contacts police

Once pupil is found, Headmaster or Deputy Head interviews pupil and any others involved, including relevant house staff and other members of staff, to ascertain reasons for the incident. Deals with the pupil in an appropriate manner and records details on pupils' area of PASS/3Sys. If deemed necessary, informs parents.

#### Procedure for locating absentees from Activities

- Check absentee list
- Check play rehearsal or any other activity that might have caused absence
- Check houses, by phone or in person
- Inform the HM or Deputy HM if they are present
- Ring home if HM or Deputy is not able to
- If parents do not know of whereabouts of pupil inform HM (07748788076 or 712044) or Deputy HM (07881924478 or 713015).

#### Procedure for locating absentees after Activities

If a boarder is discovered to be missing out of school time, the housemaster or housemistress should be informed immediately and he or she should

instigate a search as above. The Head or Deputy Head should be informed as quickly as possible.

## 16. Record Keeping and Storage

Child Protection records are kept securely by the Designated Lead, separately from other pupil records. If the need arises, a non-descriptive indicator will be placed on the pupil's School file that an additional file exists and to whom further inquiries should be addressed.

## 17. Compliance

The School policy is regularly updated in order that we comply with new legislation and good practice. Currently the School's policy for Child Protection is consistent with, and so reinforces:

- **Working Together to Safeguard Children (2015) (WTSC)**
- **Keeping Children Safe in Education (July 2015) (KCSIE)**
- The Children Act 1989 & 2004
- The Education Act 1996 S549 banning corporal punishment
- The Education Act 2002 S157
- Boarding Schools National Minimum Standards Regulations
- Safer Working Practices for Adults who Work with Children and Young People in Education Settings, DCSF 2009
- The specific procedure for Child Protection as prescribed by the county Local Safeguarding Children Board.
- The UN Convention on the Rights of the Child, which contends that all children have an inalienable right to protection from harm.
- Human Rights Act 1998.
- Freedom of Information Act 2000.
- OFSTED
- Sexual Offences Act (Amend) 2003 (Abuse of Trust)
- Education and Inspections Act 2006 (from 1st April 2007) SS88-99 (School Discipline & Pupil Restraint)

- Safeguarding Vulnerable Groups Act 2006 (in force from 2008)  
Vetting and barring.

Last review J Fenn: September 2016

Next review date: January 2017