

# BRYANSTON

## **BRYANSTON SCHOOL SAFEGUARDING POLICY AND CHILD PROTECTION PROCEDURES**

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The Nominated Governor for Safeguarding is  
Dr Hannah Pharaoh

The Designated Safeguarding Lead is  
Peter Hardy, Second Master

The Deputy Designated Safeguarding Leads are  
Preetpal Bachra, Head of Pastoral  
Claire Miller, Head of Boarding  
Richard Ball, Head of Operations (Courses/Holidays)

*The "Safeguarding Policy and Child Protection Procedures" had been updated in September 2018 based on "Keeping Children Safe in Education" (September 2018). This policy has been endorsed by the Senior Management Team. It has also been approved by the Child Protection Advisory Committee (9th October 2018) and the full Council (17th November 2018). Modifications made January 2019.*

Reviewed: September 2018  
Reviewer: Second Master, Head of Pastoral and Head of Boarding  
Next Review: September 2019  
Author: Second Master



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The Safeguarding/Child Protection Policy for Bryanston School consists of three main documents:

- the overarching Safeguarding Policy (statement of principles)
- detailed Child Protection Procedures and
- a separate Child Protection summary sheet (for visiting professionals and temporary staff)

In addition, a series of appendices are attached.

### **SECTION A. SAFEGUARDING**

Bryanston School recognises that the welfare of the child (throughout this document, 'child' refers to a young person under the age of 18) is paramount. We take seriously our duty to safeguard and promote the welfare of the children and young people in our care.

**Safeguarding children is everyone's responsibility.** 'Working Together to Safeguard Children' (July 2018), HM Government statutory guidance, defines safeguarding 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 life chances.

The Governing Body will act in accordance with Section 157 of the Education Act 2002 (which applies to Independent Schools) and the supporting statutory guidance 'Keeping Children Safe in Education' (September 2018) to safeguard and promote the welfare of children in this school. The Governing Body is responsible for ensuring that the school meets its statutory responsibilities for safeguarding and that all policies and procedures are in place and effective. It is a requirement of the Independent Schools' Standards Requirements (ISSRs) and is also a Dorset Safeguarding Standard (recommended by the Dorset Safeguarding Children Board) that the Governing Body will receive an annual report from the Designated Safeguarding Lead (DSL) /Nominated Governor in order to help monitor compliance with statutory responsibilities.

This policy and its associated procedures address the Independent Schools' Standards Requirements (ISSRs) Part 3, and are in accordance with locally agreed inter-agency procedures.

The policy is written taking into account:

- Keeping Children Safe in Education (September 2018) [KCSiE]
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf)
- Working Together to Safeguard Children (July 2018) [WT]  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)
- 'Prevent' Duty guidance for England and Wales (originally issued on 12<sup>th</sup> March 2015 and revised on 16<sup>th</sup> July 2015), including reference to the use of social media for online radicalisation (July 2015)

The Dorset Standards also include that each school and college complete and submit to the Safeguarding Children Board an annual audit of its safeguarding and child protection arrangements.

All children have the right to be safeguarded from harm or exploitation whatever their

- age
- health or disability
- gender or sexual orientation
- race, religion, belief or first language
- political or immigration status

Governors, staff and regular volunteers understand the importance of taking appropriate action and working in partnership with children, their parents/carers and other agencies in order to safeguard children and promote their welfare.

The purpose of this policy is to:

- afford protection for all pupils
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes the school a safer place to learn and live

The main roles in relation to the management of safeguarding are:

- The Designated Safeguarding Lead (DSL) is Peter Hardy
- The Deputy Designated Safeguarding Leads (DDSLs) are Preetpal Bachra, Claire Miller and Richard Ball (Courses/Holidays)
- The Designated Safeguarding Governor is Dr Hannah Pharaoh
- The Local Authority Designated Officer (LADO) is Patrick Crawford – 01305-221122
- Multi Agency Safeguarding Hub (MASH) – 01202 228866. Out of hours: 01202 657279
- Dorset Safeguarding Children Board (website) [www.dorsetscb.co.uk](http://www.dorsetscb.co.uk)
- Police 999

This policy applies to the Head, all staff (including supply and peripatetic staff), regular volunteers (i.e. those who come into school once a week or more or 4 times in a 30 day period), Governors or anyone working on behalf of the school.

Everyone in the school shares an objective to help keep children and young people safe by:

- creating and maintaining a safe learning environment, promoting safe practice and eliminating unsafe practice
- preventing unsuitable people from working with children and young people
- identifying where there are child welfare concerns, taking action to address these in partnership with other agencies if appropriate
- contributing to effective partnership between all those involved with providing services for children
- developing children's understanding, awareness, and resilience.

We will endeavour to safeguard children and young people by:

- always acting in their best interests
- valuing them, listening to and respecting them
- involving them in decisions which affect them
- never tolerating bullying, homophobic behaviour, racism, sexism or any other forms of discrimination, including through use of technology
- ensuring the curriculum affords a range of opportunities to learn about keeping themselves safe, particularly when using technology and, where appropriate, in respect of radicalisation and extremist behaviour
- exercising our duties under the Counter-Terrorism and Security Act 2015 by ensuring staff attend 'Prevent' training in respect of radicalisation and extremist behaviour and by assessing the risk of our pupils being drawn into terrorism
- supporting attendance and taking action if a child is missing school regularly
- appointing a senior member of staff from the leadership team as the Designated Safeguarding Lead

and ensuring this person has the time, funding, support, training and resources to perform the role effectively

- appointing Deputy Designated Safeguarding Leads to ensure there is always someone available during school hours for staff to discuss any safeguarding concerns
- ensuring that there is always cover for this role
- appointing a Designated Teacher to promote the educational achievement of children who are looked after/in care (Lindsay Marriott).
- ensuring that staff working with Looked-After Children have information appropriate to their role regarding, for example, the child's care arrangements, legal status and contact with birth parents
- making sure all staff and volunteers are aware of and committed to the Safeguarding Policy and Child Protection Procedures and also understand their individual responsibility to take action
- ensuring that all those named above (i.e. DSLs and Deputy DSLs; the Head, all staff and regular volunteers) have training appropriate to their roles as set out in statutory guidance or recommended by the Dorset Safeguarding Children Board
- identifying any concerns early and providing appropriate help to prevent them from escalating (Housemasters/Housemistresses and Tutors and a range of: Matrons, the Medical Centre and the School Counsellors are likely to be involved at an early stage), including working with parents/carers and other agencies as appropriate
- sharing information about child safeguarding concerns with agencies who need to know, and involving children and their parents/carers appropriately
- acknowledging and actively promoting that multi-agency working is the best way to promote the welfare of children and protect them from harm
- taking the right action, in accordance with Dorset Safeguarding Children Board (DSCB) inter-agency safeguarding procedures, if a child discloses or there are indicators of abuse
- keeping clear, accurate and contemporaneous safeguarding and child protection records
- recruiting staff and volunteers safely, ensuring all necessary checks are made in accordance with statutory guidance and legal requirements and also making sure that at least one appointment panel member has undertaken safer recruitment training
- providing effective management for the above through induction, support and regular training appropriate to role
- adopting a code of conduct for all staff and volunteers which includes acceptable use of technologies, staff/pupil relationships and communications including the use of social media
- ensuring our online safety process includes appropriate filters and monitoring systems
- ensuring staff and volunteers understand about 'whistleblowing' and how to escalate concerns about pupils or staff if they think the right action has not been taken to safeguard children
- promoting a culture in which staff feel able to report to senior leaders what they consider to be unacceptable behaviour or breaches of the school Code of Conduct by their colleagues, having faith that they will be listened to and appropriate action taken
- dealing appropriately with any allegations/concerns about the behaviour of staff or volunteers in accordance with the process set out in statutory guidance

The implementation and effectiveness of the Safeguarding Policy and Child Protection Procedures are reviewed and endorsed annually by the governing body. It applies to all staff and volunteers. Parents are informed of the policy and procedures through the website. The policy is also available in hard copy on request from the Second Master's office. The Safeguarding Policy and Child Protection Procedures are reviewed at regular intervals by the DSL, the Child Protection Advisory Committee and the Senior Management Team (SMT).

The governing body, teaching and support staff and volunteers take all concerns and allegations seriously and will respond appropriately.

The school is committed to the Safe Recruitment, including the selection and vetting, of all staff and volunteers. The school takes all possible steps to ensure that unsuitable people are prevented from working with children through its recruitment practices, Disclosure and Barring Service [DBS] checks and Induction procedures (see Safer Recruitment Appendix 6). This adheres to the 2009, 2012, 2013 and March 2015 legislation regarding referrals to the Disclosure and Barring Service [DBS] [formally the Independent Safeguarding Authority]. Safe Recruitment practice also includes the requirement to check that all those employed as teachers from April 2012 are not subject to any prohibition order issued by the Secretary of State.

The School does not use corporal punishment. Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. There may be occasions where it is necessary for staff to restrain a pupil physically to prevent them from inflicting injury to others, self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. If a member of staff takes action physically to restrain a pupil a written report is made, as soon as practical and sent to the Head or the Second Master. (Please refer to the Code of Conduct for Bryanston School Staff and the Bryanston School Policy on the Use of Reasonable Force).

Safeguarding children and young people and promoting their well-being is more than just child protection. In order to safeguard children and young people and ensure their personal development, we will have safeguarding at the heart of our purpose.

We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and for some, a sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn.

The school supports its pupils through:

- Through the school ethos, which promotes a positive, supportive and secure environment. It seeks to give pupils a sense of being valued and helps all to fulfil potential, regardless of their background or circumstances.
- Provision of a curriculum that assists pupils to make good choices about safe and healthy lifestyles and informs them who to approach if their health or safety is threatened.
- A safe learning environment where pupils are listened to, they feel safe and secure, they do not experience bullying, racism, homophobia or other types of discrimination, and where medical needs are met.
- The early identification of pupils with additional needs, liaison and intervention with other agencies such as Social Services and Child and Adult Mental Health Services. The school behaviour policy which provides appropriate guidelines and which supports all pupils.
- Ensuring that when a pupil who is the subject of a Child Protection Plan (formerly referred to as the child protection register) leaves, their details are transferred to the new school immediately and the child's social worker is informed.
- The school's pastoral care system ensures pupils' self-awareness of safeguarding and welfare matters are developed at levels appropriate to their maturity, through curricular and extra-curricular events. These may include, for example, PSRE lessons, tutorials, house assemblies and year group meetings, where a trusting climate is established and pupils may talk and share their thoughts and feelings.

- Provision of guidance on the safe use of electronic equipment, including access to the internet.
- Encouraging amongst all staff a culture of listening to children and taking account of their wishes and feelings.
- Developing positive partnerships and nurturing a commitment to open and honest relationships with parents and carers at all stages of a pupil's education.

This Safeguarding/Child Protection Policy forms part of a suite of policies and other documents which relate to the wider safeguarding responsibilities of the school. In particular it should be read in conjunction with the:

- Bryanston School Rules and Regulations
- Bryanston School Behaviour Policy
- Bryanston School Whistleblowing Procedure
- Bryanston School Anti-Bullying Policy
- Bryanston School Cyberbullying Policy
- Bryanston School Digital Communications Policy
- Bryanston School Use of Reasonable Force
- Bryanston School Search and Confiscation Policy
- Bryanston School Recruitment, Selection and Disclosures Policy and Procedures
- Code of Conduct for Bryanston School Staff
- Bryanston School Dealing with allegations of abuse against members of staff and volunteers
- Procedures to respond appropriately when children are missing education
- Bryanston School Youth Involved Sexual Imagery Policy
- Bryanston School Peer-on-Peer Abuse Policy
- Bryanston School LGBT Policy
- Bryanston School Taking, Storing and Using Images of Pupils Policy
- Bryanston School Bring Your Own Device (BYOD) Policy

Reference should also be made to:

- Appendix 1 – Useful Contacts
- Appendix 2 – Possible Indicators of Abuse
- Appendix 3 for DSLs – Record Keeping: Best Practice
- Appendix 4 – Specific Roles in Safeguarding
- Appendix 5 – Safeguarding Training
- Appendix 6 – Bryanston School Safer Recruitment Policy

These policies and procedures are available on the Bryanston School website.

Reviewed: September 2018  
 Reviewer: Second Master, Head of Pastoral and Head of Boarding  
 Next Review: September 2019  
 Author: Second Master

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## **SECTION B. CHILD PROTECTION PROCEDURES**

These procedures should be read in conjunction with 'Keeping Children Safe in Education: Information for all School and College Staff 2018, plus Annex A

### **Principles**

Bryanston seeks to promote the care, safety and welfare of its pupils by encouraging an ethos in which tolerance is fostered and in which pupils feel secure; the school will also seek to raise awareness of child protection. It will put into place measures to protect children and will also develop policies to deal with issues should they occur.

The school will ensure that safe recruitment practices are followed in order to check on the suitability of staff who apply to work with children. The school has a designated teacher responsible for child protection, who has received appropriate training for this role. In addition, there is a nominated governor who sits on the school's Child Protection Advisory Committee. Appropriate training will be provided for staff at regular intervals and effective links will be developed with appropriate Child Protection Agencies.

We will seek to ensure that awareness of Child Protection issues is raised, with pupils, staff and parents and to make pupils aware that there is appropriate advice available from adults. This will include the use of the PSRE curriculum to allow pupils to develop skills that they need in order to remain safe.

#### **1. What is Child Protection?**

- 1.1 Child protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

#### **2. What is significant harm?**

- 2.1 The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies (Children's Social Care and Police).

#### **3. Purpose of these procedures**

- 3.1 These procedures explain what action should be taken if there are concerns that a child is or might be suffering harm. A 'child' is a person under 18 years but the principles of these procedures apply to all pupils at this school, including those over 18.

#### **4. Responsibilities and roles**

- 4.1 All adults in the school have an individual responsibility to safeguard and promote the welfare of children by taking appropriate action. This includes taking action where there are child protection concerns.
- 4.2 The Governing Body is accountable for ensuring that the school has an effective Safeguarding/Child Protection Policy which should be reviewed annually and which is available publicly, including on the school's website. The Governing Body has nominated an individual Governor to take leadership responsibility for safeguarding and to work closely with the Designated Safeguarding Lead, thereby providing a link between the school and the Governing Body to monitor whether mandatory policies, procedures and training are in place and effective (this is in line with the Dorset Safeguarding Children Board (DSCB) recommendations).

The nominated Safeguarding Governor at Bryanston is Dr Hannah Pharaoh.



Details of 'The Role and Responsibilities of the Safeguarding Governor' and "The Role of the Governing Body' are contained in Appendix 4.

- 4.3 The school has a Designated Safeguarding Lead (DSL). This is the person who takes lead responsibility for safeguarding. Any concerns about children should be discussed with/reported to the DSL who will decide what action to take including referring to Children's Social Care or Police as appropriate. More information about the DSL role can be found in Annex B of 'Keeping Children Safe in Education 2018'.

The Designated Safeguarding Lead at Bryanston is Peter Hardy (Second Master)

The Deputy Designated Safeguarding Leads are Preetpal Bachra (Head of Pastoral),  
Claire Miller (Head of Boarding) and Richard Ball (Head of Operations, Courses/Holidays)

Details of 'The Role of the Designated Safeguarding Lead' and "The Role of Deputy Designated Safeguarding Lead' are contained in Appendix 4.

- 4.4 In addition, the Dorset Family Support Teams (incorporating Children's Social Care and Early Intervention Services) can provide advice and guidance on safeguarding and child protection matters.

See Appendix I for contact details.

- 4.5 All action is taken in line with the following guidance:
- DfE guidance– "Keeping Children Safe in Education September 2018"
  - Working Together to Safeguard Children (2018) – published by HM Government
  - Bournemouth, Dorset and Poole Inter-Agency Safeguarding Procedures & Guidance, accessed through the Dorset Safeguarding Children Board website [www.dorsetiscb.co.uk](http://www.dorsetiscb.co.uk)
  - What to do if you're worried a child is being abused – Government Guidance (2015)

## 5. What is child 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. Children may be abused by an adult or adults or by another child or children.

- 5.1 It is generally accepted that there are four main forms of abuse. The following definitions are based on references in 'Working Together to Safeguard Children' (2018).

i) Physical abuse

Physical abuse, as well as being a result of an act of commission (doing something), can also be caused through omission or the failure to act to protect. A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

ii) 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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, though it may occur alone.

iii) 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. Sexual abuse is not solely perpetrated by adult males. 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 (see references to Peer-on-Peer Abuse and the Peer-on-Peer Abuse Policy on the website).

iv) 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 as a result of maternal substance use. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failure to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of adequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5.2 It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. In most cases multiple issues will overlap with one another.

**6. Recognising child abuse – signs and symptoms**

6.1 Child abuse can and does occur both within a child's family and in institutional or community settings. School staff are in contact with children all day and are in a strong position to detect possible abuse. They must not think that by voicing concern they are necessarily starting procedures. The criteria should be that they have '*reasonable suspicion*' and under the Children Act 1989, this definition has been extended to include '*or may suffer in future*'.

6.2 '*Keeping Children Safe in Education*' is clear: 'All school and college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection'.

6.3 Recognising child abuse is not always easy, and it is not the responsibility of school staff to decide whether or not child abuse has definitely taken place or if a child is at significant risk. They do, however, have a clear responsibility to act if they have a concern about a child's welfare or safety or if a child talks about (discloses) abuse. They should maintain an attitude of 'it could happen here' and always act in the best interests of the child.

6.4 Please also refer to the Peer-on-Peer Abuse policy.

Please refer to Appendix 2 for possible indicators of each of the four kinds of abuse.

## 7. **Pupils engaging in underage sexual activity**

- 7.1 Sexual activity where one of the partners is under the age of 16 is illegal, although prosecution of children who are consenting partners of a similar age is not usual. DSLs will exercise professional judgement when deciding whether to refer to social workers, taking into account such things as imbalance of power, wide difference in ages or developmental stages etc.
- 7.2 However, where a child is under the age of 13 penetrative sex is classified as rape under the Sexual Offences Act 2003 so must be reported to social workers in every case.
- 7.3 The inter-agency safeguarding procedures, on the DSCB website, have more information about underage sexual activity.
- 7.4 Please also refer to the Peer-on-Peer Abuse policy.

## 8. **Allegations made by children about other children, including peer-on-peer abuse**

- 8.1 Children can abuse other children. This is generally referred to as peer-on-peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.
- 8.2 If one pupil causes harm to another, it is not always necessary for it to be dealt with through a referral to Children's Social Care: sexual experimentation within 'normal parameters', bullying and fighting, for example, are not generally seen as child protection issues. All incidents will, however, be taken seriously and appropriate action taken.

The nature and severity of the allegation or concern will determine whether staff will implement the school's anti-bullying or other school procedures or whether a referral needs to be made to social workers or the Police. The Designated Safeguarding Lead should be consulted if there is any doubt about the right course of action.

- 8.3 A referral to Children's Social Care will be made in all cases of domestic abuse relating to young people aged 16 and 17 who experience physical, emotional, sexual and/or financial abuse, or coercive control, in their intimate relationships.
- 8.4 A referral to Children's Social Care will be considered if a child or young person displays sexually harmful behaviour. This involves one or more children engaging in sexual discussions or acts that are *inappropriate for their age or stage of development*. It is also considered harmful if it involves coercion or threats of violence or if one of the children is much older than the other.
- 8.5 The process for managing sexually harmful behaviour can be found in the inter-agency safeguarding procedures on the DSCB website. In brief, a multi-agency meeting should be convened by the Children's Social Care following a referral and an action plan agreed, including considering a school Risk Assessment.
- 8.6 Staff should not dismiss abusive behaviour as 'normal' between young people and should not develop high thresholds before taking action.
- 8.7 Staff should be aware of the potential uses of information technology for bullying and abusive behaviour between young people.
- 8.8 Issues relating to sexting will be presented to pupils in PSRE lessons, school assemblies and house assemblies. Incidents of sexting will be dealt with making reference to the Bryanston School Digital Communications Policy and also the UKCCIS '*Sexting in schools and colleges: responding to incidents and safeguarding young people August 2016 guidance*.'
- 8.9 Issues relating to peer on peer abuse will be addressed through the PSRE curriculum. In addition, Housemasters/ Housemistresses will address these issues through House Team meetings, House assemblies, year group assemblies and they will use appropriate school policies such as the Bryanston School Behaviour Policy, the Bryanston School Anti-bullying Policy, the Bryanston School Policy on Cyberbullying, **Youth Involved Sexual Imagery Policy and Peer-on-Peer Abuse Policy**. (Please refer to Bryanston School website.) This will also involve close liaison with the

Medical Centre and with the School Counsellors. Regular discussions will also take place with the School Prefects.

## 9. **Child sexual exploitation**

9.1 Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (e.g. food, accommodation, drugs, cigarettes, alcohol, mobile phones, 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. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. It can also occur through the use of technology, e.g. being persuaded to post sexual images on the Internet/mobile phones.

9.2 Recognition of child sexual exploitation is part of staff training. We note that any child or young person may be at risk of this form of abuse, regardless of family background or other circumstances, and can experience significant harm to physical and mental health. The DSL and certain other staff have received Level 3 CSE training and they are available to other staff for consultation.

9.3 Due to the grooming methods used by abusers, it is common for young people not to recognise they are being abused and may feel they are 'in a relationship' and acting voluntarily. Awareness about Child Sexual Exploitation is raised via year group meetings and through School Prefects.

9.4 Any concerns about child sexual exploitation will be discussed with the DSL who will take appropriate action which might include completing a risk assessment form. The form and more detailed local procedures are in the inter-agency safeguarding procedures on the DSCB website.

## 10. **Forms of abuse linked to culture, faith or belief**

All staff at Bryanston will promote mutual respect and tolerance of those with different faiths and beliefs. Some forms of abuse are linked to these and staff should strive to suspend professional disbelief (i.e. that they 'could not happen here') and to report promptly any concerns to the DSL who will seek further advice from statutory agencies, prior to contacting parents/carers.

10.1 Female Genital Mutilation (FGM) is illegal and involves intentionally altering or injuring female genital organs for non-medical reasons. It can have serious and long lasting implications for physical health and emotional well-being. Possible indicators include taking a girl out of school/country for a prolonged period or talk of a 'special procedure' or celebration. In addition to reporting any concerns to the DSL, teachers (along with regulated health and social care professionals) have a statutory duty to report personally to the Police if they discover that female genital mutilation has or appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

10.1.1 Indicators: There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, and Chapter 9 of those Guidelines (pp42-44) focuses on the role of schools and colleges.

10.1.2 The mandatory reporting duty commenced in October 2015. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children's social care, as appropriate.

10.1.3 Although the responsibility for all safeguarding matters remains with the DSL, specific responsibility for FGM has been given to Claire Miller, Head of Boarding.

- 10.2 Forced Marriage is illegal and occurs where one or both people do not or, in cases of people with learning disabilities, cannot consent to the marriage and pressure or abuse is used. It is not the same as arranged marriage. Young people at risk of forced marriage might have their freedom unreasonably restricted or being 'monitored' by siblings. There might be a request for extended absence from school or might not return from a holiday abroad. We recognise that school staff can play an important role in safeguarding children from forced marriage.
- 10.3 So called 'honour-based' violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. It can exist in all communities and cultures and occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. Females are predominantly, but not exclusively, the victims and the violence is often committed with some degree of approval and/or collusion from family or community members. All forms of so called honour-based violence are abuse, regardless of the motivation, and should be referred accordingly.
11. **Radicalisation and extremism**  
Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.  
Extremism is defined by HM Government as 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.
- 11.1 We recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability.
- 11.2 Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and to understand that they are entitled to have their own different beliefs which should not be used to influence others.
- 11.3 We recognise that children with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our pupils with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.
- 11.4 Children are taught about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the Internet.
- 11.5 Any concerns about pupils becoming radicalised or being drawn into extremism will be reported to the DSL who will *not* speak to parents/carers or other family members at this stage but will take prompt advice from the Police by e-mailing the Safeguarding Referral Unit: [sru@dorset.pnn.police.uk](mailto:sru@dorset.pnn.police.uk).
- 11.6 The DSL is also the Prevent Lead.
- 11.7 Dorset has a Channel Panel in place, in accordance with its duties under the Counter-Terrorism and Security Act 2015. This is a multi-agency meeting which discusses individuals who have been referred by the Police as being vulnerable to being drawn into terrorism. If pupils at Bryanston are being discussed, the DSL or Head would attend the Panel meetings. The school understands its responsibilities under the 'Prevent' Strategy and staff have been told of the effects of social media in relation to recruitment or extremist/radicalised causes. The school is also aware of the need to set out clear protocols in ensuring that any visiting speakers, whether invited by staff or the pupils themselves, are suitable and appropriately supervised.
- 11.8 It is important that staff in all schools are aware of all above forms of abuse and report concerns to the DSL who will seek further advice from statutory agencies.
- 11.9 For support and advice about extremism, including the 'Prevent' Strategy, please contact Dorset Police (Blandford Police Station) Tel: 01258 452101, Dorset Police non-emergency number 101 and

DfE dedicated helpline and mailbox for non-emergency advice for staff and governors: 020 7340 7264 and [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk).

- 11.10 Staff and governors either attend a WRAP (Workshop to Raise Awareness of Prevent) session or complete on-line Prevent training as per the Prevent Risk Assessment.

**There is more information about specific safeguarding issues and links to websites in Part one and Annex A of 'Keeping Children Safe in Education' 2018.**

## 12. **Children Missing from Education**

We recognise that a child going missing from education is a potential indicator of abuse and neglect, including the specific types of abuse detailed above and/or travelling to conflict zones.

Therefore, all staff will follow the school's procedure for dealing with unauthorised absence, particularly on repeat occasions, to help identify vulnerable pupils and to help prevent the risks of their going missing in future.

Actions could include involving other professionals and, if any of the criteria are met, informing the local authority where a pupil's name has been removed from the school roll.

Although the responsibility for all safeguarding matters remains with the DSL, specific responsibility for CME has been given to Claire Miller, Deputy DSL, Head of Boarding.

DfE statutory guidance: Children Missing Education September 2016 and the Pupil Registration (England) Regulations 2006 underpin actions in relation to these matters. "Bryanston School Attendance, Accounting for Pupils and Registration Policy" provides more specific guidance in relation to these matters.

## 13. **Children with special educational needs and who are disabled**

- 13.1 Research shows that children with special educational needs and who are disabled are especially vulnerable to abuse and adults who work with them need to be vigilant and take extra care when interpreting apparent signs of abuse or neglect.

- 13.2 Additional barriers can exist for adults who work with such children, in respect of recognising abuse and neglect. These 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 who are disabled can be disproportionately impacted by things like bullying – without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers

- 13.3 These child protection procedures will be followed if a child with special educational needs and who is disabled discloses abuse or there are indicators of abuse or neglect. There are no different or separate procedures for such children.

- 13.4 Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with DSL as appropriate.

## 14. **Lesbian, Gay, Bisexual or Trans (LGBT)**

Children who identify as LGBT can be targeted by their peers on account of their sexual orientation or gender identity. In some cases, a pupil who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT. Please refer to the School's LGBT Policy. Ian McClary is the School's LGBT Lead ([iwm@bryanston.co.uk](mailto:iwm@bryanston.co.uk))

## 15. **Responding to the child who discloses (i.e. talks about) abuse**

Staff/volunteers are asked to:

- Listen carefully to what is said
- Avoid showing shock or disbelief if at all possible
- Observe the child's demeanour
- Find an appropriate opportunity to explain that it is likely that the information will need to be shared with others, i.e. do not promise to keep the matter confidential or a 'secret'

- Allow the child to continue at her/his own pace and do not interrupt if the child is freely recalling events. There is no need to find a 'witness', as this could inhibit the child from saying more
- Ask questions for the purposes of clarification only, and avoid asking leading questions or pressing for more information. Questions should be asked in an open manner (remember TED: Tell me, Explain, Describe).
- Reassure the child, if necessary, that she/he has done the right thing in telling
- Reassure the child that what has happened is not his/her fault.
- Explain what will happen next and with whom the information will be shared
- Ask the child not to repeat the disclosure to anyone else in school – including the DSL - or ask him/her or any other children who were present to write a written account or 'statement'
- When recording what was said, use the child's own words – noting the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Record any noticeable non-verbal behaviour.
- Record statements and observations rather than interpretations or assumptions.
- If appropriate, draw a diagram to indicate the position of any bruising or injury.
- Where physical injuries have been observed, these will be carefully noted but not photographed. The staff member will not ask to see injuries that are said to be on an intimate part of the child's body.
- Do not criticise the alleged perpetrator.
- Any disclosure or indicators of abuse will be reported verbally to the DSL or Deputy straight away or, where they are not available and concerns are immediate, ensure a referral is made without delay to the Family Support (Social Care) team which covers the area in which the child and family live. Staff at schools with boarding provision can seek advice in the first instance from local Family Support teams. (See Appendix I for contact numbers).
- Where the child already has an allocated social worker, that person or a manager or duty worker in the same team will be contacted promptly.
- If the child can understand the significance and consequences of making a referral to social workers, they will be asked for their views. It will be explained that whilst their view will be taken into account, the school has a responsibility to take whatever action is required to ensure the child's safety and that of other children.
- All records should be passed to the DSL immediately – NO copies should be retained by the member of staff or volunteer. This includes the original notes as these constitute prima facie evidence and may be needed by a court. Records should be kept by the DSL in a secure, designated file separate from the child's academic records.
- The advice of the LADO will be sought by the DSL about when communication with the individual involved and the parents/carers involved should take place and by whom. The DSL will decide whether to contact parents at this stage, judging whether do so is likely to place the child at risk of harm from their actions or reactions - for example in circumstances where there are concerns that a serious crime such as sexual abuse, domestic violence or induced illness has taken place. The reason for the decision not to contact parents first will be recorded in the child's school child protection file.
- A child protection referral from a professional cannot be treated as anonymous.
- Where there is no disclosure by a child but concerns are accumulating, such as in relation to neglect or emotional abuse, the DSL will ensure that all information is brought together and that s/he makes a professional judgement about whether to refer to outside agencies.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the DSL and Child Protection Agencies, following a referral from the DSL.

A member of staff who reports concerns to the DSL should expect some feedback, although confidentiality might mean in some cases that this is not detailed. If the member of staff is not happy with the outcome s/he can press for reconsideration and if following this, s/he still believes the correct action has not been taken, can refer the concerns directly to social workers.

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the DSL.

## 16. **Taking Action**

- 16.1 Where physical injuries have been observed, these will be carefully noted but not photographed. The staff member will not ask to see injuries that are said to be on an intimate part of the child's body.
- 16.2 Any disclosure or indicators of abuse will be reported verbally to the DSL or Deputy straight way or, where they are not available and concerns are immediate, ensure a referral is made without delay to the Children's Social Care. In Dorset, from 5<sup>th</sup> September 2016, these teams will be known as 'Help and Protection' teams. Staff at schools with boarding provision can seek advice in the first instance from the single point of contact (known as Multi-Agency Safeguarding Hub from Spring 2017) when the child's home address is not Dorset. (See Appendix 1 for contact numbers).
- 16.3 Where the child already has an allocated social worker, that person or a manager or duty worker in the same team will be contacted promptly (See Appendix 1 for contact numbers).
- 16.4 A written record will then be made of what was said, including the child's own words, as soon as possible and given to the DSL.
- 16.5 If the child can understand the significance and consequences of making a referral to social workers, they will be asked for their views. It will be explained that whilst their views will be taken into account, the school has a responsibility to take whatever action is required to ensure the child's safety and that of other children.
- 16.6 The DSL will decide whether to contact parents at this stage, judging whether to do so is likely to place the child at risk of harm from their actions or reactions - for example in circumstances where there are concerns that a serious crime such as sexual abuse, domestic violence or induced illness has taken place. If in any doubt, the DSL or staff member will call the duty worker first and agree with him/her when parents/carers should be contacted and by whom. The reason for the decision not to contact parents first will be recorded in the child's school child protection file.
- 16.7 A child protection referral from a professional cannot be treated as anonymous.
- 16.8 Where there is no disclosure by a child but concerns are accumulating, such as in relation to neglect or emotional abuse, the DSL will ensure that all information is brought together and that s/he makes a professional judgement about whether to refer to outside agencies.
- 16.9 The Dorset Safeguarding Children Board's 'Threshold Document' should be used to help clarify the pathway required for a child: whether concerns will be managed within the school; or with the help of other agencies as part of early help; or whether they require specialised support such as a social work assessment or referral to Child and Adolescent Mental Health Services (CAMHS).
- 16.10 A member of staff who reports concerns to the DSL should expect some feedback, although confidentiality might mean in some cases that this is not detailed. If the member of staff is not happy with the outcome s/he can press for reconsideration and if following this, s/he still believes the correct action has not been taken, will refer the concerns directly to social workers.

## 17. **Responding to concerns reported by parents or others in the community**

- 17.1 Occasionally parents or other people in the local community tell school staff about an incident in or accumulation of concerns they have about the family life of a child who is also a pupil at the school.
- 17.2 If the incident or concern relates to *child protection*, the information cannot be ignored, even if there are suspicions about the motives for making the report. Members of staff will therefore pass the information to the DSL in the usual way.
- 17.3 It is preferable if the parent/community member who witnessed or knows about the concerns or incident makes a call to Family Support (Social Care) themselves as they will be better able to answer any questions. They can ask for their name not to be divulged if a visit is made to the



- family. The DSL will advise accordingly and later confirm that this referral has been made.
- 17.4 If the parent/community member refuses to make the referral, the DSL will clarify that s/he has a responsibility to do so and will also need to pass on to social workers how s/he is aware of the information.
- 17.5 This process also applies to parents/community members who are also school staff. As professionals who work with children they cannot be anonymous when making the referral but can ask for the situation to be managed sensitively and, if necessary, for their identity to be withheld from the family if it will cause difficulties in their private life.
18. **Remember**
- 18.1 Any suspicion or concern that a child or young person may be suffering or at risk of suffering significant harm, **MUST** be acted on. Doing nothing is not an option. Any suspicion or concerns will be reported without delay to the DSL or Deputy. During term time the DSL and/or a Deputy should always be available (during school hours) for staff to discuss any safeguarding concerns. However, if for whatever reason they are not available the staff member will discuss their concerns as soon as possible with either
- another senior member of staff or
  - the duty worker in the Help and Protection Team - single point of contact (Multi-Agency Safeguarding Hub from Spring 2017).

Anyone can make a referral to Social Care, not just the DSLs.

- 18.2 It is important that everyone in the school is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for making a judgement about whether or not abuse has occurred and should not conduct an 'investigation' to establish whether the child is telling the truth. That is a task for social workers and the Police following a referral to them of concern about a child. The role of school staff is to act promptly on the information received.
- 18.3 This applies regardless of the alleged 'perpetrator': whether the child talks about a family member or someone outside school, a member of staff or another child/pupil.
- 18.4 A careful record will be made of what has been seen/heard that has led to the concerns and the date, time, location and people who were present. As far as possible, staff should record verbatim what was said and by whom. The record will be passed to the DSL.
- 18.5 The DSL will keep a record of the conversation with the duty worker and other social workers, noting what actions will be taken and by whom, giving the date and time of the referral. The referral will be confirmed in writing on the inter-agency referral form (available on the DSCB website) as soon as possible and at least within 48 hours. Any pre-existing assessments such as through the Common Assessment Framework should be attached.
- 18.6 A school child protection file will be started in the child's name, where the child is not already known to social workers. If a file already exists, the new information will be added to the chronology.
- See Appendix 3 below for detailed record keeping guidance.
- 18.7 Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately. Referrals should follow the local referral process.

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989.

Local authorities, with the help of other organisations as appropriate, have a duty to make enquires under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment, including all forms of abuse and neglect, female genital mutilation or other so-called honour based violence, and extra-familial threats like radicalisation and sexual exploitation.

## 19. **Response from Children's Social Care to a school referral**

- Referral

Once a referral is received by the relevant team, a manager will decide on the next course of action within one working day. When there is concern that a child is suffering, or likely to suffer significant harm, this will be decided more quickly and a strategy discussion held with the Police and Health professionals and other agencies as appropriate (section 47 Children Act 1989).

The Designated Safeguarding Lead should be told within three working days of the outcome of the referral. If this does not happen s/he will contact the duty worker again.

- Assessment

All assessments should be planned and co-ordinated by qualified social worker. They should be holistic, involving other professionals, parents/carers and the children themselves as far as practicable. Assessments should show analysis, be focused on outcomes and usually take no longer than 45 working days from the point of referral. School staff have a responsibility to contribute fully to the assessment.

- Section 47 Enquiries (regarding significant harm)

The process of the investigation is determined by the needs of the case, but the child/young person will always be seen as part of that process and sometimes without parents' knowledge or permission. On occasions, this will mean the child/young person is jointly interviewed by the Police and social workers, sometimes at a special suite where a video-recording of the interview is made.

- The Child Protection Conference

If, following the Section 47 enquiries, the concerns are substantiated and the child is judged to be at risk of significant harm, a Child Protection Conference (CPC) will normally be convened. The CPC must be held within 15 days of the first strategy discussion and school staff will be invited to attend - normally the Head or DSL. This person will produce a written report in the correct format (a pro forma is available on the DSCB website). This will be shared with the child/young person and his/her family before the conference is held. A copy will also be sent to the person chairing the initial CPC at least 24 hours in advance.

More information is in the inter-agency safeguarding procedures ('Child Protection Conferences') on the DSCB website.

If the DSL disagrees with the decisions made by social workers regarding the outcome of the referral, the conclusions of the assessment or any actions taken, the matter should be discussed and if necessary escalated to more senior managers (under the escalation policy available on the DSCB website), *particularly* if the child's situation does not appear to be improving.

## 20. **Responding to allegations or concerns about staff or volunteers**

20.1 All children and adults have a fundamental right to be protected from harm.

20.2 The Governors of Bryanston School have a duty to safeguard and promote the welfare of children and create and maintain a safe learning environment (section 157 of the Education Act 2002). Schools should identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate, and in accordance with local inter-agency procedures.

- 20.3 Rigorous recruitment and selection procedures and adhering to the school's code of conduct and safer practice guidance will mean that there are relatively few allegations against or concerns about staff or volunteers in schools and colleges. However, if a member of staff, or any other person, has any reason to believe that another adult in school has acted inappropriately or abused a child or young person, they will take action by reporting to the Head (NB not the DSL). Even though it may seem difficult to believe that a colleague may be unsuitable to work with children, the risk is far too serious for any member of staff to dismiss such a suspicion without taking action.
- 20.4 If the allegation/concern is about the Head, the person with concerns will contact the Chair of Governors (Julian Greenhill, [jgreenhill@wilberforce.co.uk](mailto:jgreenhill@wilberforce.co.uk)) or the Local Authority Designated Officer (LADO) in the Local Authority Safeguarding and Standards Team. Please refer to Appendix I below for LADO contact details.
- 20.5 In all cases of allegations against staff or volunteers, the Head and Chair of Governors will contact the LADO without delay and follow the correct procedures as set out in the separate school policy. This must comply with Part Four of 'Keeping Children Safe in Education' 2018.
- 20.6 The procedure aims to ensure that all allegations are dealt with fairly, consistently and quickly and in a way that provides protection for the child, whilst supporting the person who is the subject of the allegation.
- 20.7 In the event that a member of staff does not wish to report an allegation directly, or s/he has a general concern about malpractice within the school, reference can also be made to the school's Whistleblowing policy.
- 20.8 The policy should be read in conjunction with the Whistleblowing Policy and Code of Conduct for Bryanston School Staff.

The full policy is available in the Staff Handbook or from HR.

21. **Teaching children how to keep safe**

The School ensures that all pupils are taught about safeguarding, including on-line, through the curriculum and PSRE to help children to adjust their behaviours in order to reduce risks and build resilience, including radicalisation. This includes teaching pupils about the safe use of electronic equipment and the internet and the risks posed by adults or young people, who use the internet and social media to bully, groom abuse or radicalise other people, especially children, young people and vulnerable adults.

Internet safety is an integral part of the School's ICT curriculum and is also embedded within the PSRE and sex and relationships education (SRE).

The School has appropriate filters and monitoring systems in place to safeguard children from potentially harmful and inappropriate material online. The School's systems are based on Fortinet advanced threat protection firewall and filtering products with additional layers provided by Aruba Clearpass.

Such systems aim to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm. Further detail of the School's approach to online safety can be found in the digital communications policy for pupils which includes detail on the use of mobile technology in school. (and accessing 3G and 4G technology on school premises) and the School's IT arrangements to ensure that children are safe from terrorist and extremist material when accessing the internet through the School's systems.

22. **Use of Mobile Phones and Cameras**

The School's policy on the use of mobile phones and cameras in the setting can be found in the School's Digital Communications Policy, BYOD and Taking, Storing and Using Images of Pupils Policy and ICT Policy. For example, staff are not permitted to use their personal mobile phone or any other personal device to photograph or record images of pupils. Staff who act in breach of these Policies may be subject to disciplinary action.

23. **Arrangements for Visiting Speakers**

The School has clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School's responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves and that the information is aligned to the ethos and values of the School and British values.

## 24. **Safer Working Practice**

- 24.1 All adults who come into contact with children at this school will behave at all times in a professional manner which secures the best outcomes for children and also prevents allegations being made. Detailed advice on safer working practice can be found in the Code of Conduct for Bryanston School Staff.
- 24.2 We promote a culture whereby members of the school community should feel able to raise with the Head, or any other member of the leadership team, any concerns about staff conduct. If the reporter feels that the issue has not been addressed they should contact someone outside the school, such as the Chair of Governors or the LADO. (See Appendix I for contact numbers).

## 25. **Training**

- 25.1 Child protection will be part of induction for all staff and volunteers new to the school; they will also be given a copy of this policy, the Staff Code of Conduct, details about the role and identity of the DSL and part one of 'Keeping Children Safe in Education: information for all school and college staff' plus Part 5 and Annex A if they work directly with children. The school has a duty of care to its employees. The school hopes to create a caring environment where staff feel able to raise concerns and feel supported in doing so. If staff should experience a situation that is an emergency or extremely urgent they may make a direct referral to external agencies (please refer to Appendix 5).

Child Protection raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tells the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
  - Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.
  - All staff, both teaching and support, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Dorset LSCB and the Police), when appropriate.
- 25.2 This will be followed up by basic child protection training that equips individuals to recognise and respond appropriately to concerns about pupils. The depth and detail of the training will vary according to the nature of the role and the extent of involvement with children. A proportional risk based approach will be taken regarding the level of information provided to all temporary staff and volunteers. As a minimum, they will be provided with, and will be expected to follow, the child protection summary sheet which forms part of this policy. This will include eSafety training.
- 25.3 Staff who do not have designated responsibility for safeguarding and child protection, including the Head and qualified teachers, will undertake suitable refresher training at appropriate intervals. The DSCB recommends this is at least every three years.
- 25.4 Staff will, as per the Prevent Risk Assessment, have training in preventing radicalisation and extremism ('Prevent') –The DSL is the Prevent Lead and has attended WRAP training and is available to all staff in relation to this.
- 25.5 In addition, all staff members will receive regular safeguarding and child protection updates from the DSL as required, but at least annually. This will include learning from local and national serious cases when the learning becomes available.

- 25.6 When DSLs and Deputies take up the role they will attend enhanced (Level 3) training – provided through the DSCB multi-agency course. These are updated at 2 yearly intervals after that.
- 25.7 In addition, their knowledge and skills will be updated regularly - at least annually. These individuals are expected to take responsibility for their own learning about safeguarding and child protection by, for example: taking time to read and digest newsletters and relevant research articles; attending training offered by DSCB on matters such as domestic abuse, attachment and child sexual exploitation and FGM and also attending local DSL forums etc.
- 25.8 The Designated Teacher for Looked After Children will undertake appropriate training. In Dorset this is provided by the Virtual School for Children in Care. See Appendix I for contact details.
- 25.9 The Head and a number of senior staff have completed safer recruitment training.
- 25.10 It is recommended by the DSCB that all members of the Governing Body attend training, briefings or other input which equips them to understand fully and comply with their safeguarding duties *as governors* as set out in ‘Keeping Children safe in Education’ 2018. Attendance includes those who also work with children and have attended child protection training in that role.
- 26. Raising concerns about safeguarding practice at Bryanston**
- 26.1 We promote a culture where any staff or volunteers feel able to raise with the Head any concerns about safeguarding or child protection practice.
- 26.2 Any issues which they have not been able to resolve with the Head should be reported to the *governors* in the first instance. If they are still not satisfied they should approach the Director for Children’s Services or, if the issue relates to the conduct of or allegation against a member of staff, should contact the designated officer (also known as the LADO).
- 26.3 Staff should refer to the school’s Whistleblowing policy for more information or can use the NSPCC whistleblowing helpline: 0800 0280285.
- 27. Information for parents and carers**
- 27.1 The school’s DSL will ensure that parents or carers of pupils have an understanding of the responsibilities placed on the school and staff for safeguarding children. This will generally be carried out through publication of information on the school’s website.
- 27.2 We are committed to keeping pupils safe. Our first priority is our pupils’ welfare and we will usually discuss with parents any concerns we have about their child. There might be rare occasions, however, when we have to provide information to or consult other agencies such as Children’s Services Social Care before we contact parents. This will include situations where we judge that to tell parents first will or might put the child at risk of significant harm. Where a strategy discussion is required, or police or children’s social care services need to be involved, the DSL or Head will not contact parents until all agencies have been consulted and have agreed what information can be disclosed. Parental consent is not required for a referral where the DSL believes a pupil is at risk of significant harm. Parents or carers will be informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process.
- 27.3 Our responsibilities are set out in this policy. It reflects statutory guidance and the Inter-Agency Safeguarding Procedures, which can be found on the Dorset Safeguarding Children Board website.
- 27.4 If you have any questions about this please speak to the Designated Safeguarding Lead: Peter Hardy (Second Master).

**September 2018**

## **C. BRYANSTON SCHOOL SAFEGUARDING AND CHILD PROTECTION ADVICE FOR ALL VISITORS, CONTRACTORS AND VOLUNTEERS**

*(The information in this section is included in the “Bryanston School Safeguarding and Child Protection Advice for Visitors, Contractors and Volunteers” leaflet, which is issued with a Visitors’ badge at the Gatehouse).*

All visitors must report to the Gatehouse on arrival and sign in, showing proof of identity. All visitors will be issued with a visitor’s badge, which must be worn at all times. When leaving the School site, all visitors sign out at the Gatehouse.

Bryanston School is committed to safeguarding and promoting the welfare of young people and requires all visitors, contractors and volunteers to share this commitment.

If you have a concern about a child, particularly if you think they may be suffering or at risk of suffering harm, you must report the information promptly to the **Designated Safeguarding Lead (DSL), Peter Hardy. (Second Master – Tel: 01258 484684, email: [secondmaster@bryanston.co.uk](mailto:secondmaster@bryanston.co.uk))** or one of the Deputy Safeguarding Leads (DDSL);

- Preetpal Bachra (Head of Pastoral - Tel: 01258 484518, email: [psb@bryanston.co.uk](mailto:psb@bryanston.co.uk))
- Claire Miller (Head of Boarding - Tel: 01258 484516, email: [clm@bryanston.co.uk](mailto:clm@bryanston.co.uk))
- Richard Ball (Head of Operations, Courses/Holidays – Tel: 01258 484564, email: [rjb@bryanston.co.uk](mailto:rjb@bryanston.co.uk)).

The following is not an exhaustive list but whilst at Bryanston a concern about a child may be due to:

- comments made by a child.
- observing marks or bruising on a child, which you believe to be non-accidental.
- the behaviour, demeanour or appearance of a child.

In any of these circumstances you should report your concerns to a member of staff at the Gatehouse, who will pass the information on to the School’s DSL or DDSL or you can contact the DSL or DDSL directly, using the contact details included on your visitor’s badge.

If the behaviour of another adult in the school gives rise to concern you must report it to the Head.

If the behaviour of the Head gives rise to concern you must report it to the Chair of Governors.

The likelihood of a child disclosing that they are being harmed to a visitor is small, but the following offers advice on how to manage this if it does occur:

### **DO:**

- reassure the child, but do not make promises that might not be possible to keep.
- make it clear you are obliged to pass the information on, but only to those who need to know so that they can help them.
- listen carefully without interruption, particularly if they are freely recalling significant events.
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not ‘lead’ the pupil in any way so should only ask ‘open’ questions.
- reassure the child that it is not their fault and they have done the right thing in telling you.
- tell the DSL or DDSL without delay.
- write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

### **DO NOT:**

- ask the child to repeat the disclosure to anyone else in school.
- ask the child to write a ‘statement’.
- inform parents.
- criticise the alleged perpetrator.

### **REMEMBER**

- share any concerns, do not keep them to yourself.
- you are not expected to make a judgement about whether the child is telling the truth.

### Code of conduct for visitors

You must follow the principles of safer working practice, which includes use of technology. On no account should you make contact or take images of pupils on personal equipment, including your mobile phone.

Appropriate relationships with children should be based on mutual trust and respect. Unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Always:

- maintain a professional approach towards pupils wherever and whenever you have contact with them.
- let your supervisor or line manager know if a pupil seeks to talk to you on a regular basis.
- avoid social contacts with pupils outside of the School.
- avoid using the same social venues as pupils.
- avoid, as far as possible, being alone or isolated with a pupil.
- try to keep a door open or ensure you are visible to others if you are working with a pupil in their own.

This School has a document: “Safeguarding Policy and Child Protection Procedures”, and a copy of this document is available on the School website: [www.bryanston.co.uk](http://www.bryanston.co.uk).

**Useful Contacts**

- 1) For NEW referrals (concerns about children, which require a social work assessment):**

**Multi Agency Safeguarding Hub (MASH)** Telephone:01202 228866

- 2) To contact children's allocated social workers:**

- **West Area** (previously Bridport and Dorchester teams) 01305 221450
- **East Area** (previously Ferndown and Christchurch teams) 01202 474106
- **Central Area** (Purbeck) 01929 553456
- **North Dorset** 01258 472652
- **South Area** (Weymouth & Portland) 01305 760139
- 

- 3) Out of Hours Service**

- 01202 657279

- 4) Dorset Safeguarding and Standards Team**

- 01305 221122

The team comprises Children's Services managers and advisors including:

- The Education Safeguarding Standards Advisor who offers advice and support to Headteachers and Designated Safeguarding Leads in relation to safeguarding and child protection issues
- The Designated Officer (also known as the LADO) to whom allegations against adults who work with children in education establishments must be reported
- The Children's Services 'Prevent' Lead

- 5) Dorset Virtual School for children who are in care/ Looked After**

- 01305 228309

- 6) Dorset Governor Services (for governor safeguarding training)**

- 01305 224382

- 7) Dorset Police (Blandford Police Station)**

- 01258 452101

- 8) Dorset Police**

- Non-emergency number 101

- 9) DfE dedicated helpline and mailbox for non-emergency advice for staff and governors**

- 020 7340 7264 and [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)



**POSSIBLE INDICATORS OF ABUSE**

The following information is not designed to turn school staff into experts but it will help them to be more alert to the signs of possible abuse. The examples below are not meant to form an exhaustive list; Designated Safeguarding Leads and other staff will find it helpful to refer to Government advice 'What to do if you are worried about a child being abused' (2015) and the inter-agency safeguarding procedures on the Dorset Safeguarding Children Board website for more detailed information.

**i) Physical Abuse**

Most children will collect cuts and bruises in their daily lives. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which is less likely to have been caused accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or there are differing explanations. A delay in seeking medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different ethnic groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical child abuse can include:

- bruising in children who are not independently mobile
- bruises that are seen away from bony prominences
- bruises to the face, back, stomach, arms, buttocks, ears and hands
- multiple bruises in clusters
- multiple bruises of uniform shape
- bruises that carry the imprint of an implement used, hand marks, fingertips or a belt buckle

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness must be seen promptly by a doctor.

Other physical signs of abuse can include:

- cigarette burns
- adult bite marks
- broken bones
- scalds

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example wearing long sleeves in hot weather
- missing school
- running away from home

**ii) Emotional Abuse**

Emotional abuse can be difficult to measure, and often children who appear otherwise well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Children who live in households where there is domestic violence often suffer emotional abuse. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse can include:

- a failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from parents' care
- sudden speech disorders
- developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- neurotic behaviour, e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- self-harm
- fear of parents being approached

### **iii) Sexual Abuse**

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. It is important to remember that children can also be sexually abused by other children (i.e. those under 18). Please also refer to Peer-on-Peer Abuse Policy.

Usually, in cases of sexual abuse it is the child's behaviour which may cause concern, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to, taken seriously and appropriate action taken promptly.

The physical signs of sexual abuse can include:

- pain or itching in the genital/anal areas
- bruising or bleeding near genital/anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse can include:

- sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- missing school
- running away from home
- sexual knowledge which is beyond their age or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- alcohol / substance / drug use
- suddenly having unexplained sources of money
- not being allowed to have friends (particularly in adolescence)

Changes in behaviour which can also indicate emotional abuse include:

- neurotic behaviour, e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- self-harm
- fear of parents being approached
- acting in a sexually explicit way towards adults or other children

**iv) Neglect**

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children and young people.

The physical signs of neglect can include:

- constant hunger, sometimes stealing food from other children
- being constantly dirty or smelly
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect can include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

It is important that adults in school recognise that providing compensatory care might address the immediate and presenting issue but could cover up or inhibit the recognition of neglect in all aspects of a child's life. Compensatory care is defined as 'providing a child or young person, on a regular basis, help or assistance with basic needs with the aim of redressing deficits in parental care'. This might involve, for example, providing each day a substitute set of clothing because those from home are dirty, or showering a child whose personal hygiene or presentation is such that it is affecting his/her interaction with peers. It does not include isolated or irregular support such as giving lunch money or washing a child who has had an 'accident'. If any adult in school finds s/he is regularly attending to one or more aspects of a child's basic needs then this will prompt a discussion with the Designated Safeguarding Lead.

The general rule is: the younger the child, the higher the risk in terms of their immediate health. However, serious neglect of older children and adolescents is often overlooked, on the assumption that they have the ability to care for themselves and have made a 'choice' to neglect themselves. Lack of engagement with services should be seen as a potential indicator of neglect.

School staff should be mindful of the above and discuss any concerns with the DSL who will take the appropriate action in accordance with the inter-agency neglect guidance on the DSCB website.

**RECORD KEEPING: BEST PRACTICE**

**1. Introduction**

- 1.1 The importance of good, clear child welfare and child protection record keeping has been highlighted repeatedly in national and local Serious Case Reviews.
- 1.2 It is the Designated Safeguarding Lead (DSL)'s responsibility to ensure that child protection files, access, storage and transfer meet the required professional standards as detailed in this document.
- 1.3 Confidentiality, data protection and human rights principles must be adhered to when obtaining, processing or sharing personal or sensitive information/records. In summary, the General Data Protection Regulation requires personal data to be processed; (i) lawfully (ii) collected for specified, explicit and legitimate purposes, (iii) adequate and relevant to what is necessary, (iv) accurate and where necessary kept up to date, and (v) retained only for as long as in necessary and processed in a manner to maintain security. Extra care should be provided for special category personal data.
- 1.4 Any electronic record keeping system should comply with the general standards set out below.

**2. Record to be made by an adult receiving a disclosure of abuse (when a child talks about abuse)**

- 2.1 This record should be made as soon as possible **after** the individual hearing the disclosure has reported it verbally to the DSL. The facts, not opinions (unless of particular relevance), should be accurately recorded in a non-judgemental way. It is important to remember that expressing an opinion as to whether the child is telling the truth is not helpful and can prejudice how a case proceeds.
- 2.2 The record should ideally be on a standard 'concerns' form (which is based on a Local Authority model produced by the Safeguarding and Standards Team) but if this is not used, should include:
  - The child's name, gender and date of birth
  - Date and time of the conversation
  - What was the context and who was present during the disclosure?
  - What did the child say? – verbatim if possible
  - What questions were asked? – verbatim
  - Responses to questions –verbatim
  - Any observations concerning child's demeanour and any injuries
  - The name of the person to whom the disclosure was reported
  - Printed name and job title of the author, followed by signature and date
- 2.3 The record about a disclosure of abuse should be passed to the DSL and retained in the pupil's child protection file in its original and contemporaneous form (as it could be used as evidence in court proceedings), even if later typed or if the information is incorporated into a report.
- 2.4 Schools should never ask pupils, regardless of their involvement in a child protection matter (ie the subject of an allegation, a witness or the alleged 'perpetrator'), to write out their 'statements' of what has happened. In some cases this could have the unintended consequence of jeopardising a child protection investigation. This applies regardless of whether the incident(s) took place within or outside school.

**3. Records kept by the Designated Safeguarding Lead**

- 3.1 As stated at 2.2 above it is useful and recommended practice for school staff to have a standard pro forma for recording all 'welfare' and child protection concerns.
- 3.2 The concern form should be passed to the DSL who will make a judgement about what action needs to be taken, in accordance with local inter-agency safeguarding procedures, using the Threshold Tool, if necessary. The decision about any action, whether or not a referral is made to Social Care, will be recorded clearly by the DSL.
- 3.3 Concerns which initially seem trivial may turn out to be vital pieces of information later, so it is important to give as much detail as possible. A concern raised may not progress further than a conversation by the DSL with the parent, or, at the other end of the scale, could lead to matters being heard in a court.
- 3.4 All 'lower level' concerns about a child's welfare, which will generally have been discussed with parents/carers, are kept in the child's main file. Alternatively, some schools have adopted their own systems of collating such welfare concerns, but whichever system is in place, these records should not be labelled 'child protection'.
- 3.5 It is never good practice to keep pupil welfare records in a diary or day-book system. Often it is only when a number of seemingly minor issues relating to an individual pupil over a period of time are seen as a whole that a pattern can be identified indicating a child protection concern.

**4. Starting a school child protection file**

- 4.1 A school child protection file does not necessarily mean that the pupil is or has been the subject of a child protection conference or plan. 'Child protection file' denotes a high level of school concern which has warranted the involvement of, and in most cases an assessment by, child care social workers.
- 4.2 It is the responsibility of the DSL to start a school child protection file when a social worker is or was involved, e.g.: -
  - a) A formal referral is made by the school to Children's Social Care on an inter-agency referral form or
  - b) Social Care inform the school they have commenced an assessment in relation to a pupil resulting from information from another source or
  - c) A child protection file is forwarded to the school by a previous school or pre-school attended by the pupil or
  - d) A child who is in care/looked after transfers into the school or
  - e) A pupil is privately fostered
- 4.3 It is not good practice to make 'family files'; each child should have his/her own record which includes information specific to him/her and which will be sent to the next school at the time of transfer. The names of siblings and/or other children who live in the household who also attend the school should be clearly noted on individual files.
- 4.4 If two (or more) pupils at the school are referred to Social Care for the same concern (for example, an allegation of sexually harmful behaviour), then child protection files will be started on both/all pupils.
- 4.5 'Document wallet' - type files are not ideal as the papers therein can easily fall out or get 'out of order'.

- 4.6 School child protection files are never 'closed' or de-categorised. Once a school has started a child protection file, it is always a school child protection file and the chronology is maintained so that any future concerns can be considered in the context of past events.
- 4.7 Note:- If there is an allocated social worker because a child is disabled or a young carer and there are no child protection concerns, then a child protection file should not be started.

## **5. Adopted children**

- 5.1 When a pupil is admitted to a school in Reception class (this does not, of course apply to Bryanston School) and parents provide the information that s/he was adopted prior to commencing education, this should be recorded with their permission on the main school file in order that appropriate support can be provided in future if necessary. In these situations it is not necessary to start a child protection file **unless** the criteria described above (at 4.2a and 4.2b) also apply.
- 5.2 Some older adopted children will have school child protection files because they were initially in care/looked after and were subsequently adopted. During the period when the child is 'placed for adoption' (prior to an adoption order being made) any file that contains information that identifies both the birth family and the adoptive family must be classed as highly sensitive and this information should only be shared on a strictly 'need to know' basis.
- 5.3 Once the adoption order has been made the DSL in the school that holds the child protection file must overhaul the file. The principle is that there must be nothing that identifies the child's birth name or the birth family. In sifting the file it is acceptable to destroy documents that will continue to be held by other agencies: for example, child protection conference minutes and LAC review minutes which will be in Social Care records.
- 5.4 A chronology should be prepared that gives an overview of the information previously held in the file but **without giving the child's birth name or any details which would identify the birth family**.
- 5.5 The overhauled file should only contain the new chronology and any information that has originated from within school (for example concern forms). This file should now be in the child's new name, contain no information which identifies the birth name or birth family, will be held in the school as long as the child remains or sent onto a new school as described (at 9) below.
- 5.6 Please note that once a child is adopted, all school records, not just CP files, must be amended so that there is nothing which gives the birth name or identifies the birth family.

## **6. The format of child protection files**

- 6.1 It is helpful if individual files have a front sheet with key information about the pupil and contact details of parents/carers, social worker and any other relevant professionals.
- 6.2 If the child is Looked-After the front sheet should include important information about legal status, parental responsibility, arrangements for contact with birth parents and extended family, levels of authority delegated to carers (and the name of the virtual school head in the authority that looks after the child).
- 6.3 If a pupil is or was subject of a child protection plan or in care/looked after, this should be highlighted in some way to make it immediately obvious to anyone accessing the record.

- 6.4 It is a multi-agency standard that children's child protection files must have at the front an up to date chronology of *significant* incidents or events *and* subsequent actions/outcomes.
- 6.5 Maintaining the chronology is an important part of the DSL role; it aids the DSL, Deputy and others to see the central issues 'at a glance' and helps to identify patterns of events and behaviours.
- 6.6 It should make sense as a 'stand alone' document: anyone else reading the chronology should be able to follow easily what the concerns are/have been, whether the concerns have escalated and the actions taken by the school to support and protect the child. This will be particularly useful for DSLs in receiving schools when pupils transfer, for professionals involved in collating information for Serious Case Reviews and for parents/pupils/ex-pupils if they view the record.
- 6.7 Once a chronology is started it should be updated as appropriate even if Social Care later cease involvement (see 4.6 above).
- 6.8 The file should be well organised and include, as appropriate, school 'concern forms', copies of correspondence, school reports to and minutes of child protection conferences, documents relating to children in care/'looked after' etc. The DSL will decide which relevant information which pre-dates the starting of the child protection file, such as CAF or other pastoral care documentation, will also be included.

## **7. Storage**

All records relating to child protection concerns are sensitive and confidential so will be kept in a secure (i.e. locked at all times) filing cabinet, separate from other school files, and accessible through the DSL or the Deputy DSL.

## **8. Sharing of and access to child protection records**

- 8.1 It is highly unlikely that all members of staff need to know the details of a child's situation, or that there should be widespread access to the records. Access to, and sharing of, information should be on a need-to-know basis, decided case by case and when believed appropriate after receiving legal advice. The DSL is the best person to decide this. Consideration must also be given to *what* needs to be shared. The closer the day-to-day contact with the child, the more likely the need to have some information.
- 8.2 The child who is the subject of a child protection record has the right to access the file, *unless* to do so would affect his/her health or well-being or that of another person, or would be likely to prejudice a criminal investigation or a Section 47 assessment (which relates to significant harm) under the Children Act 1989.
- 8.3 Parents (i.e. those with parental responsibility in law) are entitled to see their child's child protection file, with the same exemptions as apply to the child's right to access the record. Note that an older pupil may be entitled to refuse access to the record by his/her parents. As a guide, this applies to pupils who are 13 years of age or above, if they are of normal development or maturity. Someone making an access request purportedly on behalf of the child could be refused access if the child has expressly stated that they did not want the requester to see their records and the record relates to the carrying out of the social work function. (Also if the requester might be implicated in the abuse of the child).

- 8.4 References by name to children other than the pupil who is the subject of the file should be removed when disclosing records, unless consent is obtained from the individual/s concerned (or their parents/carer on their behalf). Care must be taken to ensure all identifying information is removed from the copy of the record to be shared.
- 8.5 Always seek advice from your legal adviser if there are any concerns or doubt about a child or parents reading records. However, it is generally good practice to share all information held unless there is a valid reason to withhold it, e.g. to do so would place the child or any other person at risk of harm. Any requests to see the child's record should be made in writing.
- 8.6 Should the request only seek access to a child protection file, access should be granted within one calendar month. There is no fee to make such a request unless the request is "manifestly unfounded" or "excessive" in which case a reasonable fee will be charged.
- 8.7 If the record to be disclosed contains information about an adult professional, that information can be disclosed if it relates to the performance by that person of their job or other official duties e.g. a reference to a teacher in their teaching role or a school nurse in their nursing role. However, if the reference refers to that individual's private life, it should be removed (unless this relates to a child protection matter which is relevant to the record to be disclosed).
- 8.8 Child protection information should not normally be shared with professionals other than those from Social Care, the Police, Health or the Local Authority. OfSTED and other school inspectors can view individual child protection files. Information should not be released to parents' solicitors on request; advice should be sought from the school's legal adviser in such cases.
- 8.9 The Governing Body, including the Nominated Governor (Dr Hannah Pharaoh), should not access the records.
- 8.10 Further advice about disclosure of information held in child protection records can be sought from the DCC Data Protection Officer.
- 9. Transfer of child protection records**
- 9.1 When a pupil transfers to another school (including to a Learning Centre because of permanent exclusion) the DSL should inform the receiving school as soon as possible in person or by telephone that child protection records exist. The original records must be passed on either by hand or sent by recorded delivery, separate from the child's main school file. Care must be taken to ensure confidentiality is maintained and the transfer process is as safe as possible.
- 9.2 If the records are to be posted, they should be copied and these copies retained until there has been confirmation in writing that the originals have arrived at the new school. They can then be shredded.
- 9.3 Whether child protection files are passed on by hand or posted, there should be written evidence of the transfer (such as a form or slip of paper signed and dated by a member of staff at the receiving school.) This receipt should be retained by the originating school for 6 years (in line with guidance from the Records Management Society).
- 9.4 If the pupil is removed from the roll to be home educated, the school should pass the child protection file to the LA EHE Administrator and a receipt obtained as described above.



- 9.5 If a pupil with a child protection record leaves the school without a forwarding address and no contact is received from a new school the DSL should follow the school's Child Missing Education (CME) procedures. If there is reason to suspect the pupil is suffering harm then the DSL will refer to Social Care in the usual way.
- 9.6 If a child arrives in the school in an unplanned way and / or there are concerns about them from the outset, it is worth contacting the previous school for a discussion with the DSL. There might be a cp file which has not been passed on.
- 9.7 Some school 'welfare' or pastoral records (i.e. where serious concerns or issues have been raised but there has been no referral to or involvement by a social worker) should also be passed on to the next school for their information and can be included in the main school file, for example. In respect of data protection, parents/carers should be made aware that information is transferred in this way to enable the next school to properly support their child. Most parents will understand the reason for this, but if for whatever reason a parent disagrees with the passing on of the non child protection documents, this should not be done.

**10. 'Dual registered' pupils**

- 10.1 Where a pupil is on roll at the school and starts to attend a Learning Centre (LC), the chronology and other relevant information in the child protection file should be copied and passed to the DSL at the LC at the earliest opportunity. Because of the nature of such 'bespoke' arrangements for individual pupils, the two DSLs should agree on which one of them will keep the chronology updated and how best to communicate to each other significant events and issues in relation to that pupil.

**11. Retention of records**

- 11.1 The school should retain the record for as long as the pupil remains in school and then transferred as described above.
- 11.2 Guidance from the Records Management Society is that when a pupil with a child protection record reaches statutory school leaving age (or where the pupil completed 6<sup>th</sup> form studies), the last school attended should keep the child protection file until the pupil's 25<sup>th</sup> birthday. It should then be shredded (and a record kept of this having been done, date, and why).
- 11.3 The Independent Inquiry into Child Sexual Abuse has instructed relevant organisations, including schools and colleges, that they should NOT destroy, for the foreseeable future, any of their records that could potentially come within the scope of the inquiry (i.e. any records relating to sexual abuse).

**12. Electronic child protection records**

- 12.1 Electronic records must be password protected with access strictly controlled in the same way as paper records.
- 12.2 They should be in the same format as paper records (i.e. with well maintained chronologies etc) so that they are up to date if/when printed, if necessary.
- 12.3 Electronic files must not be transferred electronically to other schools unless there is a secure system in place (such as cjsm, GCSX or IronPort) but should be printed in their entirety, linked with paper documentation such as conference minutes and transferred as described in section 9 above. When the receipt has been returned to confirm that the file has been received at the new school, the computer record should be deleted.

**SPECIFIC ROLES IN SAFEGUARDING****The role and responsibilities of the Designated Safeguarding Lead**

- Maintain an overview of safeguarding within the school.
- Open channels and communicate effectively with local statutory agencies.
- Communicate well both verbally and in writing, to a high standard both in school and as a representative of the school at external agency meetings.
- Present a calm and efficient disposition in a crisis
- Follow procedures accurately and make informed decisions.
- Adapt swiftly to changing regulations.
- Lead a staff team and monitor, evaluate and record their effectiveness in implementing safeguarding procedures.
- Be an effective member of a multi-agency, local authority team.
- Listen objectively, actively and non-judgementally.
- Write clear, full and informative reports for external agencies, senior managers, governors and external agencies.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required.
- The Designated Safeguarding Lead will refer all cases of suspected abuse to either/or:
  - The local authority children’s social care unit
  - The local authority designated officer (LADO) for child protection concerns (particularly all cases which concern a staff member)
  - The Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child)
  - In consultation with the Head, and informing the safeguarding governor, consider making a referral to the Teaching Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate in circumstances such as “unacceptable professional conduct”, “conduct that may bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”. Where a dismissal does not reach the threshold for DBS referral, separate consideration must be given to decide whether the matter is sufficiently serious to be referred to the TRA.
  - The police (cases where a crime may have been committed).
- Ensure that the school operates within legislative frameworks and recommended guidance.
- Liaise with the Head regarding:
  - ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
  - referring of cases of suspected abuse regarding children in need to the local authority children’s social care unit.
  - referring child protection concerns (all cases involving a staff member) to the Local Authority Designated Officer (LADO).
  - referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service.
  - referring cases where a crime may have been committed to the police.
- Liaise with parents, informing the Head (and if appropriate the LADO, children’s social care unit or police) of all meetings and discussions.
- Ensure records of all meetings are clear, comprehensive and dated.
- Act as a source of advice and expertise to staff on matters of safety and safeguarding.
- When deciding whether to make a referral always liaise with relevant agencies for advice.
- Cooperate with the Safeguarding Governor in the annual check of the safeguarding policy and procedures to ensure they are in line with statutory regulations and implemented correctly.
- Be aware of any changes in statutory requirements and alter school documentation accordingly, informing Governors and staff of any changes.
- Ensure school records in relation to Safeguarding are comprehensive, updated and accessible.

- Ensure children receive the right help at the right time by the right people, in order to address risks and prevent issues escalating.
- Understand the importance of acting on and referring the early signs of abuse and neglect, keeping clear records, listening to views of the child and reassessing concerns when situations do not improve.
- Monitor the effectiveness of policies and procedures, and the implementation of such, annually in cooperation with the governors safeguarding representative.
- Act as a support to pupils and staff, follow up and document progress in relation to all concerns regularly.
- Ensure the records of any pupil who leaves the school and has a child protection file are copied for the new school and the child protection file is transferred separately from the main pupil file.
- Ensure child protection files are full, informative and contain all the information (duly dated) appertaining to the child in question, plus details of all communications with external agencies, parents and carers.
- Ensure that accurate safeguarding records are kept in a secure location, separate from pupils' academic files, and marked 'Strictly Confidential'.
- Submit reports to, and ensure the school's attendance at, child protection conferences or case reviews. Contribute to decision making and commit to the delivery of actions planned to safeguard the child at such conferences or case reviews.
- Ensure any actions to be taken in relation to children on the register are performed efficiently and the results monitored, recorded and evaluated.
- Maintain an overview of safeguarding within the school.
- Ensure Safeguarding maintains a high profile at staff meetings.

**The role and responsibilities of the Deputy Designated Safeguarding Lead**

- The Deputy DSL will be fully conversant with the role and expectations of the DSL.
- The Deputy DSL will be available to support the DSL in whatever capacity is required.
- The Deputy DSL will have the knowledge and skill to perform the duties of the DSL when requested.
- The Deputy DSL will assume the role of DSL whenever requested and when the DSL is not on the premises.
- The Deputy DSL will attend training in line with local authority requirements at least every two years, preferably the same training as the DSL.
- The Deputy DSL will support the DSL in ensuring all staff and volunteers understand their responsibilities in being alert to the signs of abuse.
- The Deputy DSL will assist the DSL in producing reports for senior managers and governors, as appropriate.
- The Deputy DSL will understand the organisation and functioning of external agencies, including child protection cases and case conferences.
- The Deputy DSL will support the DSL in attending child protection and case conferences, as appropriate.
- In the absence of the DSL the Deputy DSL will be responsible for dealing with all matters relating to safeguarding and will follow the school procedures accurately.
- The Deputy DSL will share information on all matters brought to her notice with the Head and, should matters involve child protection, with the Local Authority Designated Officer (LADO) immediately, for advice.
- If relevant, the Deputy DSL will share any concerns that are reported and involve the Head with the Chair of Governors as well as the LADO.
- The Deputy DSL will support staff at all levels in their implementation of the school's child protection procedures.
- The Deputy DSL should be observant and a good communicator.
- Although the responsibility for all safeguarding matters remains with the DSL, specific responsibility for FGM, CSE and CME has been given to Claire Miller, Deputy DSL, Head of Boarding.
- Although the responsibility for all safeguarding matters remains with the DSL, specific responsibility for e-safety has been given to Preetpal Bachra, Deputy DSL, Head of Pastoral.

**The role and responsibilities of the Safeguarding Governor**

Whilst the governors delegate a member of the governing body to be the designated safeguarding governor it must be remembered that safeguarding duties remain the responsibility of the governing body as a whole.

When ensuring school provision meets requirements the safeguarding governor will:

- Be familiar with Local authority and policy relating to Safeguarding and Child Protection and associated issues.
- Attend training for nominated Safeguarding and Child Protection governors.
- Ensure a correct record of all safeguarding training, including that of governors' training is maintained by the DSL.
- Be familiar with the most recent ISI regulations regarding safeguarding, including safe recruitment of staff and the requirements re the central register of staff.
- Be aware that the school must report to the DBS any person (whether employed, contracted, a volunteer or student) whose services are no longer used and who meets the DBS referral criteria. Ensure this is done promptly.
- Be aware of occasions when a referral to the Teaching Regulation Agency (TRA) is required when a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate in circumstances such as “unacceptable professional conduct”, “conduct that may bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”.
- Where a dismissal does not reach the threshold for DBS referral, separate consideration must be given to decide whether the matter is sufficiently serious to be referred to the TRA.
- Ensure that the appropriate systems and procedures are in place to cover all aspects of the safeguarding agenda and all statutory governing body responsibilities are met.
- Monitor appropriate policies, including the safeguarding and all attached policies, ensuring the safeguarding policy contains at least the following and is in line with locally agreed inter-agency procedures;
- Ensure the school meets requirements advised by Keeping Children Safe in Education and the ISI regulations regarding safeguarding.
- Regularly check the school's arrangements for handling allegations of abuse against members of staff, volunteers and the Head.
- Direct staff on what to do if they have a concern about a child or where one child is abusing another child.
- Ensure the school has up-to-date information on how to recognise abuse.
- Monitor the Code of Conduct for Bryanston School Staff and recruitment procedures.
- Review the management of safeguarding including the appointment of the DSL and the job description of the designated personnel.
- Monitor the training of the designated person, staff, volunteers and the Head.
- Make arrangements for reviewing the school's Safeguarding Policy and Child Protection Procedures annually.
- Check the school's arrangements to fulfil other safeguarding and welfare responsibilities.
- Ensure the DSL who has responsibility for responding to and overseeing safeguarding issues is suitably qualified and trained.
- Ensure there is at least one Deputy DSL who has responsibility for responding to and overseeing safeguarding issues as delegated by the DSL, and who is also suitable qualified and trained.
- Ensure that the DSL supervises and supports the work, development and training of the Deputy DSL.
- Ensure that there are clear lines of accountability regarding safeguarding procedures.
- Ensure that procedures are in place so that all staff know:
  - who are the Designated Safeguarding personnel.
  - what the Safeguarding Policy and Child Protection Procedures contain.
  - how to identify a child protection concern.
  - what they do if they have any child protection concern.

- Ensure the system for recording, storing and reviewing child welfare concerns is robust and secure.
- Liaise with the Head about general child protection and broader safeguarding issues within the school.
- Meet regularly with the DSL in order to monitor the effectiveness of the implementation of the school's Safeguarding Policy and Child Protection Procedures.
- Provide reports to the governing body in respect of issues within the school to enable adequate oversight, understanding and development of solutions.
- Ensure that the training of all staff is up to date.
- Recommend governors attend appropriate safeguarding training either arranged by the school or externally to include, for relevant governors, training in respect of allegations against staff.
- Ensure interview panels are convened appropriately and safer recruitment practices are followed.
- Have oversight of the single central record, inspect it regularly and ensure it is up to date and maintained in line with guidance.
- Take account of how safe pupils feel when in school.
- Ensure the school regularly review and consider their curriculum in order that key safeguarding 'messages and lessons' are implemented across all their work and embedded into the school ethos
- Ensure the school maintains regular communication and good relationships with external agencies available to support children and families
- Monitor progress against any outstanding actions required that have been decided upon following any safeguarding audit.

Following an annual audit of provision, the safeguarding governor should ensure that the governing body receives a report on the implementation of the school's Safeguarding Policy and Child Protection Procedures including:

- The date and manner in which the annual audit was completed
- The arrangements that are in place for ensuring that the school's Safeguarding Policy and Child Protection Procedures is communicated to, understood and implemented by, all staff and how effective they are in practice.
- Judgement upon the time and resources allocated by the school to the designated member of staff with lead responsibility for Child Protection.
- Information on the training attended by the DSL and Deputy DSL over the year.
- Information on the training in safeguarding undertaken by all staff (covering teaching staff, support staff and temporary staff).
- Information on the effectiveness of the child protection procedures in the induction programme for all new staff and volunteers in the school.
- The effectiveness of the arrangements for ensuring safe recruitment procedures and appropriate checks on new staff and volunteers are completed in the required time.
- The number of pupils currently on the Child Protection register.
- How effectively any issues linked to Safeguarding and Child Protection have been dealt with.
- Information on how well child protection issues are addressed through the curriculum.
- The accuracy of the central register with regard to the most recent regulation.

**The role and responsibilities of the governing body**

The governing body as a whole has overall responsibility for ensuring that safeguarding policies and procedures meet legal and regulatory requirements and that pupils are suitably safeguarded at all times. The governors monitor the discharge of all statutory responsibilities regularly and robustly.

The Governing Body ensures that:

- An effective “Safeguarding Policy and Child Protection Procedures” is in place and such arrangements are implemented fully in practice.
- The school follows safe recruitment procedures (see Safer Recruitment Policy) and the single central register of staff is in order, ensuring provision meets statutory requirements and advice.
- School safeguarding and child protection policies are up to date and risks assessed at regular intervals. Areas requiring action are dealt with immediately and any deficiencies or weaknesses are remedied without delay.
- The DSL is of suitable ‘status and authority’ to take responsibility and carry out the role.
- Staff /volunteers attend relevant child protection training that is in line with local authority procedures.
- Allegations are managed swiftly, correctly and safely.
- Any information required by the local authority regarding safeguarding is passed to them swiftly.
- A member of the Governing Body (the Chair of Governors) is responsible in the event of an allegation of abuse being made against the Head.
- Safeguarding matters are placed on governors’ agendas to ensure they are constantly informed of changes and concerns by the Head, the DSL and the nominated governor.
- The safeguarding governor meets regularly with the DSL and conducts an annual review of staff knowledge and the efficiency and implementation of safeguarding procedures. This review involves the scrutiny of the training records of staff, safeguarding issues dealt with over the year, how they have been handled and the contribution the school has made to multi-agency working. Governing body meeting minutes record the form and findings of the review fully.
- Staff follow requirements of the Code of Conduct for Bryanston School Staff.

**September 2018**

**SAFEGUARDING TRAINING****TRAINING FOR THE DESIGNATED SAFEGUARDING LEAD**

The DSL will receive appropriate training from Dorset Safeguarding Children's Board (this also applies to the Deputy DSL). The training will be repeated at least every two years and in order to meet current statutory requirements and its objectives will be that the DSL:

- Understands the assessment process for providing early help and intervention.
- Has a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Is skilled in contributing to inter-agency procedures.
- Is able to attend and contribute to the above effectively when required to
- Knows how to contact a range of local agencies and how to work with them in resolving issues.
- Is alert to the specific needs of children in need, those with special educational needs and young carers.
- Understands how to maintain detailed, accurate, secure written records of concerns and referrals.
- Knows how to access a range of resources.
- Attends any relevant or refresher training courses.
- Encourages staff to increase their skill in listening to children and taking account of their wishes and feelings.
- Ensures that all who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively and that training is updated at least every three years.
- Ensures that newly appointed staff receive child protection training as part of their induction prior to the commencement of their work with pupils.
- Ensures that all staff and volunteers are aware of the Local Authority Safeguarding Children Board Child Protection Procedures.
- Ensures that, should the school have a pupil placed in it who is looked after by a local authority, staff have the skills, knowledge and understanding to keep such a child safe.
- Ensures that induction training for all staff, including temporary staff and volunteers includes;
  - The school's Safeguarding Policy and Child Protection Procedures;
  - The Code of Conduct for Bryanston School Staff;
  - The identity and role of the Designated Safeguarding Lead (and the identity and role of the Deputy DSLs).
  - A copy of Part I of KCSiE.
- Supports the work and training of the Deputy DSLs.

**TRAINING FOR ALL STAFF**

- All staff attend refresher training at least every three years (training will be in line with advice from Dorset Safeguarding Children's Board (DSCB)).
- All staff, irrespective of their date of appointment, will be provided with, and should be familiar with at least Part I of KCSiE (September 2018).  
(The school will ensure any staff who have difficulties with English will receive assistance to ensure they fully understand the text).
- All staff will receive training on the Code of Conduct for Bryanston School Staff and Whistleblowing Procedure.
- All staff will receive regular training with the timing, content and level of such being in line with advice from the DSCB. This will include eSafety training, Prevent training and other training as deemed appropriate.
- All staff will be updated of changes in safeguarding requirements, as and when they arise, by the DSL.
- All staff will be given details of where full local procedures are available (in DSL office and on DSCB website).



All new members of staff, including part-timers, temporary, volunteers, visiting and contract staff working in school, receive induction training that includes basic information on;

- Their responsibilities regarding safeguarding children.
- The school's Child Safeguarding Policy and Child Protection Procedures.
- Code of Conduct for Bryanston School Staff.
- School policies and procedures (including Rules and Regulations, Behaviour Policy and Online safety policies [including Digital Communications Policy, Youth Involved Sexual Imagery Policy and Policy on Cyberbullying]).
- The name of the DSL and Deputy DSLs.
- Part 1 of KCSiE (September 2018).

In addition, training for all new staff, including part-time and supply staff, incorporates;

- How to recognise the signs of abuse.
- The procedures for recording and referring any concerns to the DSL.
- Discussions of the Safeguarding Policy and Child Protection Procedures.
- Discussion of the Code of Conduct for Bryanston School Staff
- Details of who is the DSL and Deputy DSLs.
- Discussion of Part 1 of KCSiE and the school's Safeguarding Policy and Child Protection Procedures.

New members of staff, governors and volunteers will be advised that they have access to all school policies on the website.

All staff, including new appointees, sign to indicate they have received and read the document 'Keeping Children Safe in Education' [KCSiE] September 2018, Part 1- pages 5-13 plus Annex A pages 51-58.

Recent school training;

- New staff – have been issued with the Safeguarding Policy and Child Protection Procedure, Part 1 of KCSiE (September 2018) and new staff have undertaken appropriate Safeguarding training as part of their induction.
- The DSL, Peter Hardy, undertook training on 7 March 2017.
- The Deputy DSLs undertook training on:
  - Claire Miller: 19 January 2018
  - Preetpal Bachra: 23 October 2017
  - Richard Ball (Courses/Holidays): 4 April 2017
- The Safeguarding Governor, Dr Hannah Pharaoh, undertook training on 16 March 2018.

# BRYANSTON

## **SAFER RECRUITMENT POLICY**

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### **INTRODUCTION**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education.

Bryanston School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation including The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009, Keeping Children Safe in Education (September 2018), Working Together to Safeguard Children (July 2018), The Independent Schools Inspection Regulations (September 2018) (Part 4), and the Equality Act 2010, the school takes very seriously its duty of care for all pupils.

In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

### **AIMS AND OBJECTIVES**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils, or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff.

Bryanston has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

The recruitment and selection process is governed by the school's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account. Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The objectives of this policy are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Bryanston School.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the governing body to:

1. Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements.
2. Monitor the school's compliance with them.

It is the responsibility of the Head, the Bursar and Chief Operating Officer, the Human Resources Director and other managers involved in recruitment to:

1. Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
2. To monitor contractors' and agencies' compliance with this document.
3. Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head (teaching staff) and Bursar and Chief Operating Officer (support staff) to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Head or Bursar and Chief Operating Officer.

## **DEFINITION OF REGULATED ACTIVITY AND FREQUENCY**

Regulated activity for children is any activity undertaken on a frequent basis in a school, for example, teaching, training, care or supervision, advice or guidance on well-being or driving a vehicle with children as passengers.

Frequent is more than two days in any period of 30 days or any frequency overnight between the hours of 02.00 and 06.00.

## **RECRUITMENT AND SELECTION PROCEDURE**

The following will apply to the recruitment and appointment of all staff directly recruited and employed by the school. In the case of agency or contract workers, the school shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

## **ADVERTISING**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible; this will normally entail external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children and will refer to the need for the successful applicant to undertake an enhanced criminal record check.

All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulations (GDPR).

## **APPLICATION**

Bryanston School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Candidates should be aware that all posts within the school will have some degree of responsibility for safeguarding children. The individual job description and person specification for the post will provide specific information about the extent of this responsibility and Child Protection training will be given.

The application form includes the applicant's declaration regarding convictions and working with children and makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

CVs will not be accepted. Upfront disclosure of a criminal record may not debar an applicant from appointment (see Dealing with Convictions below). Information should be submitted in a separate sealed envelope, marked confidential, addressed to the Human Resources Director.

Applicants will be made aware that providing false information or failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal, and possible referral to the police and / or the Disclosure and Barring Service (DBS).

## **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**

The job description is a key document in the recruitment process and will be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

## **REFERENCES**

Having regard to the requirements of KCSiE (September 2018) a minimum of two references will be sought, one of which will be from the appointee's current or most recent employer, or educational establishment, if currently in full-time education.

References will be sought prior to interview on short-listed candidates wherever possible. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted prior to interview. In this case, this reference will be sought immediately after interview and prior to the person's appointment being confirmed and s/he starts in the role.

The school will ask all referees if the candidate is suitable to work with children. If the candidate is not currently working with children but has done so within the last five years, the school will contact the candidate's previous employer where s/he was working with children for a reference.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. The school will compare any information provided by the referee with that provided by the candidate on the Application Form and any discrepancies or anomalies will be followed up.

The school does not accept open references, testimonials or references from relatives or someone known to the applicant solely as a friend.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS.

## **INTERVIEWS**

Interviews will be face-to-face wherever possible and the same people will see all the short-listed applicants. The interview process will explore the applicant's skills and experience relevant to the job description and person specification.

Candidates will be interviewed by at least two people and at least one person conducting the interview will have undertaken safer recruitment training. Candidates may also be interviewed individually by a number of colleagues.

Any anomalies or gaps that have been identified together with any information concerning past disciplinary action or allegations, cautions or convictions will be discussed and considered during the interview process in order to satisfy the interviewers that the chosen applicant can meet the safeguarding criteria.

Applicants invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents only will be accepted and the school will take photocopies.

If successful and an appointment is made, copies will be retained on the candidate's personal file in order to demonstrate compliance with the ISI regulatory requirements, Keeping Children Safe in Education, the National Minimum Standards for Boarding Schools and UK Border Agency regulations.

Information provided to the school by unsuccessful applicants for recruitment purposes will be retained securely for a period of two years, after which time it will be destroyed. Information will not be shared with third parties without the express permission of the applicant. Applicants may request that their information is destroyed earlier by contacting the HR department.

The school will, upon request, provide feedback to those applicants who reach the interview stage of the recruitment process.

## **OFFER OF EMPLOYMENT**

The appointment of all new employees is conditional upon and subject to:

- Receipt of at least two satisfactory references (if these have not already been received), one of which must be from the candidate's current or most recent employer;
- Verification of identity and qualifications including evidence of the right to work in the UK;
- A satisfactory enhanced DBS check and, if in regulated activity, a check of the Barred List maintained by the DBS;
- For teaching positions, a check that the candidate is not subject to a prohibition order issued by the Secretary of State and, for qualified teachers, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas from the UK for continuous period(s) of 3 months or more in the 5 years prior to appointment, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered;
- For staff appointed to management positions after 12 August 2015, a check to determine whether they are subject to a section 128 prohibition from management of independent schools direction 277. From 1 September 2018, this also applies to staff promoted internally to management positions.
- Satisfactory medical fitness.

A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training. The checklist will be retained on personal files.

No one may start work until two satisfactory references have been received and appointments will be confirmed once all checks are satisfactorily completed and following completion of a satisfactory probationary period, details of which will be found in the contract of employment.

## **DBS (Disclosure and Barring Service) Certificate** (formerly known as CRB)

The school will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

Successful applicants will be required to undertake an Enhanced Level Criminal Record check with the Disclosure and Barring Service (DBS) and the Certificate obtained prior to commencement of employment.

The DBS no longer issues Disclosure Certificates to employers. New employees must bring their Certificate to the Human Resources Department before they commence work so that the details can be noted for our records.

Until the school has had sight of the original disclosure certificate, the applicant will be treated as unchecked and subject to the safeguards set out below. This requirement arises from both the DBS Employer Guidance and KCSIE. The school may allow the candidate appointed to commence work providing the appointment is not formally confirmed and:

- the DBS application has been made in advance;
- a satisfactory check of the barred list, plus vetting and other relevant checks have been completed satisfactorily;
- appropriate safeguards are in place (for example, monitored supervision) and reviewed at least every two weeks;
- the person in question is informed what these safeguards are, and a note is added to the single central register and evidence kept of the measures put in place.

No member of staff can have access to boarding houses or take up employment in boarding houses until the school has seen a satisfactory, enhanced DBS Certificate.

## **THE REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions that involve working with, or having access to pupils. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the school. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

## **DEALING WITH CONVICTIONS**

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability.

If an applicant has a criminal record, this will not automatically bar him/her from employment. Instead, each case will be decided on its merits in accordance with the objective assessment criteria and guidance current at the time of application.

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and the school shall consider:

- the nature, seriousness and relevance of the offence,
- how long ago and at what age it was committed,
- whether the applicant has a pattern of offending behavior;
- other relevant factors to include changes in circumstances and the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

A formal meeting with either the Designated Safeguarding Lead or the Human Resources Director will take place to establish the facts and a decision made following this meeting.

If the post involves regular contact with children, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

If an applicant wishes to dispute any information contained in a disclosure, s/he can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **RETENTION AND SECURITY OF DISCLOSURE INFORMATION**

The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request [or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice> ].

## **PORTABILITY OF DBS CERTIFICATES**

Staff may elect to join the DBS Update Service if they are likely to require frequent future checks for a small fee, which is payable by the applicant. Applicants can register online using the application form reference number. Alternatively, once the DBS certificate has been received they can, within 19 days of the certificate being issued, register with the certificate number.

## **PROHIBITION CHECK**

Having regard for a Prohibition Order made by the Teaching Regulation Agency (TRA) on behalf of the Secretary of State, barring a person from carrying out “teaching work”, the school will carry out a Prohibition Check (from April 2012) in addition to the check of the children’s barred list, DBS check and other checks set out in the Independent School Standards. (‘Teaching work’ is defined as planning, preparing and delivering lessons for pupils, which includes distance learning and learning through computer aided techniques, and assessing and reporting on pupils’ development, attainment and progress).

## **OVERSEAS CHECKS**

DBS checks will be requested for applicants with recent periods of overseas residence from the UK exceeding 3 months or more in the last 5 years immediately prior to appointment and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a disclosure, if one is available in the relevant jurisdiction(s). In addition, advice on obtaining criminal record information from overseas police forces, published by the Home Office on GOV.UK will be followed. The school will also have regard to Department for Education guidance on the employment of overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the US.

## **PROOF OF IDENTITY, RIGHT TO WORK IN THE UK & VERIFICATION OF QUALIFICATIONS AND/OR PROFESSIONAL STATUS**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

## **CERTIFICATES OF SPONSORSHIP (CoS)**

If an applicant is a national of a non-EEA country, a CoS and Visa is likely to be required, enabling the applicant to work in the UK. Before any offer of employment is made, the HR department is to be consulted to establish whether the school can apply for a Sponsorship Certificate.

Criteria for issuing a CoS is:

- The job is in a “designated shortage” occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 Level or above
- Minimum salary levels are met.

In addition, the applicant must apply for entry clearance/leave to remain through UK Visas and Immigration and provide personal evidence of competence in English and ongoing maintenance. The process can take up to three months and staff must not, under any circumstances, be employed until permission is given.

## **MEDICAL FITNESS**

The school is aware of its duties under the Equality Act 2010. Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **NEW EMPLOYEE PROCESS**

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding Policy and Child Protection Procedures and will make clear the expectation and Code of Conduct that govern how staff carry out their roles and responsibilities.

### **Single Centralised Register of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single, centralised record of recruitment and vetting checks is kept in accordance with legal requirements and ISI regulations.

All individuals who work in regular contact with children, including governors, volunteers and those employed by third parties (such as supply agencies) are included. The register is kept up to date and retained by the HR Department.

A designated Governor will be responsible for overseeing and randomly auditing the Single Centralised Register and reporting his/her findings to the full Governing Body.

### **Record Retention / Data Protection**

The school will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered and accept the position for which they have applied and digitally with the online recruitment portal. Personnel files are kept in the HR Office in a locked and secure cabinet.

From April 2014, DfE guidance requires that schools retain copies of identity documents, right to work, medical fitness and qualifications. The Immigration (Restrictions on Employment) Order 2007 requires employers in England and Wales to check and retain copies of passports, or alternatively birth/adoption certificates, belonging to people appointed on or after 29 February 2008.

The School will retain all application forms and interview notes for unsuccessful applicants for a minimum period of six months after which time the notes will be securely destroyed. The retention period is in accordance with the School's Records Management Policy and will allow the school to deal with any subject



access requests, recruitment complaints or to respond to any complaints made. If the school wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from the school's records.

### **Ongoing Employment**

Bryanston recognises that safer recruitment and selection is not just about the start of employment, but should be part of a wider policy framework for all staff. The school will therefore provide ongoing training and support for all staff, including, but not limited to, 3-yearly Child Protection training.

### **Leaving Employment**

Despite the best efforts to recruit safely there may be occasions when allegations of abuse against children and young people are raised. Where it is alleged that a member of staff or a volunteer in the school has behaved in a way that has harmed a child, or may have harmed a child, or possibly committed a criminal offence against or related to a child, or behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children, the school's policy on 'Dealing with Allegations of Abuse against Members of Staff and Volunteers' will apply.

### **Monitoring and Evaluation**

The Human Resources Director will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and an annual Safer Recruitment Evaluation audit, which will be presented to the Governor responsible for recruitment.

Reviewed: August 2018  
Reviewer: Bursar and Chief Operating Officer  
Next Review: September 2019  
Author: Human Resources Director



## RECRUITMENT FLOW CHART

