

# Bennett Memorial Diocesan School

## Safeguarding and Child Protection Policy

### Adoption Arrangements and Date

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

<b>Review Body:</b>	<b>Board of Trustees</b>	<b>Adopted:</b>	<b>27<sup>th</sup> September 2019</b>
<b>Local Review Body:</b>	<b>Local Governing Body</b>	<b>Date of next review:</b>	<b>July 2020</b>
<b>Leadership Grp Responsibility:</b>	<b>CEO</b>		<b>1 year or in response to new national guidance</b>
<b>Policy Type:</b>	<b>Statutory</b>	<b>Review period:</b>	

**This is a Level 2 Policy against the Trust Governance Plan.**

This procedure was adopted by the Board of Trustees of Tenax Schools Trust, for implementation in all Trust academies on the date above and supersedes any previous Safeguarding Policy.

This policy has been written in accordance with:

**Education & Young People's Services Directorate**  
**EDUCATION SAFEGUARDING TEAM**  
**SAFEGUARDING POLICY FOR SCHOOLS**  
**KCSIE September 2019**  
**Working Together to Safeguard Children July 2018**  
**based on DfE guidance for implementation in September 2019**

# Bennett Memorial Diocesan School

## Safeguarding and Child Protection Policy

based on Keeping Children Safe in Education DfE guidance September 2019 (KCSIE)

Issued on 26/09/19

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

### Key Contact Personnel in School

Role	Name	Contact Details
School Designated Safeguarding Lead (DSL)	Karen Brookes	<a href="mailto:brookes@bennett.kent.sch.uk">brookes@bennett.kent.sch.uk</a> 01892 521595
School Deputy Safeguarding Lead(s)	Vicki Woosey Nicola Santaana Rachael Chibhaga	<a href="mailto:woosey@bennett.kent.sch.uk">woosey@bennett.kent.sch.uk</a> <a href="mailto:santaana@bennett.kent.sch.uk">santaana@bennett.kent.sch.uk</a> <a href="mailto:Chibhaga@bennett.kent.sch.uk">Chibhaga@bennett.kent.sch.uk</a>
Nominated governor for safeguarding and child protection	Reverend Bryan Knapp	Via Clerk to Governors: <a href="mailto:clerk@bennett.kent.sch.uk">clerk@bennett.kent.sch.uk</a>
Chair of the Local Governing Body	Simon Curtis	Via Clerk to Governors: <a href="mailto:clerk@bennett.kent.sch.uk">clerk@bennett.kent.sch.uk</a>
Trust Primary School Executive DSL	Rachel Green	01892 722929/07383 518543 <a href="mailto:rgreen@tenaxschoolstrust.co.uk">rgreen@tenaxschoolstrust.co.uk</a>
Nominated Trustee for safeguarding and child protection	Lady Jaqueline Evans	[via clerk to the trustees] <a href="mailto:campbell@tenaxschoolstrust.co.uk">campbell@tenaxschoolstrust.co.uk</a>
Area Safeguarding Advisor	Gemma Willson	03000 412284 07540 677200 <a href="mailto:gemma.willson@theeducationpeople.org">gemma.willson@theeducationpeople.org</a>
Local Safeguarding Children Board	LSCB	<a href="mailto:lscbcontact@kent.gov.uk">lscbcontact@kent.gov.uk</a>
Local Authority Designated Officer (LADO)	Claire Ray	03000 415788 <a href="mailto:claire.ray@theeducationpeople.org">claire.ray@theeducationpeople.org</a>
Online Safety	Rebecca Avery	07789 968705 <a href="mailto:rebecca.avery@theeducationpeople.org">rebecca.avery@theeducationpeople.org</a>
Children's Specialist Services	East Sussex Single Point of Advice Team  Kent Central Duty Team	01323 464222 01273 339596  03000411111 out of hours 03000419191 <a href="mailto:social.services@kent.gov.uk">social.services@kent.gov.uk</a>

Early Help and Preventative Services	Early Help  District manager – Dan Bride	01323 464222 <a href="mailto:earlyhelp@kent.gov.uk">earlyhelp@kent.gov.uk</a>  03000411732/ 07710321996 dan.bride@kent.gov.uk
Police	Telephone: 101 (or 999 if there is an immediate risk of harm)	
NSPCC whistleblowing helpline	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> 0800 0280285	

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

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## What to do if you have a welfare concern in Bennett Memorial

### Why are you concerned?

- For example
  - Allegation/ child shares a concern or worry
  - Indicators of abuse or neglect

### Immediately record your concerns (if urgent, speak to a DSL first)

- Follow the school's procedure
  - Reassure the child
  - Clarify concerns if necessary (**TED**: Tell, Explain, Describe)
  - Use child's own words
  - Sign and date your records
  - Seek support for yourself if required from DSL

### Inform the Designated Safeguarding Lead

Karen Brookes, Vicki Woosey, Nicola Santaana or Rachael Chibhaga

#### Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the KSCB Support Level Guidance document and procedures: [www.kscb.org.uk](http://www.kscb.org.uk) (Website to change from 17.09.19 when KSCB becomes KSCMP)
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure then consult with Area Education Safeguarding Advisor (Insert name and contact information) or Local Authority Social Worker at Central Referral Unit

#### If you are unhappy with the response

##### Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

##### Pupils and Parents:

- Follow school complaints procedures <file:///C:/Users/wagstaff/Downloads/Complaints-Procedure.pdf>

### Record decision making and action taken in the pupil's Child Protection/safeguarding file

#### Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

### Review and request further support (if necessary)

At all stages the child's circumstances will be kept under review  
The DSL/Staff will request further support if required to ensure the **child's safety** is **paramount**

## 1. Introduction and Ethos

**Bennett Memorial Diocesan School fully recognises its moral and statutory responsibility to safeguard and promote the welfare of all children.**

At Bennett Memorial Diocesan School, we aim to live out the Christian values expressed in our school aims and ethos statements. As a Christian School, we believe that every child matters, not simply in human terms, but to God. We strive to be a place where pupils, staff, helpers, families and other visitors will be made welcome and comfortable and where we will treat each other with respect. We believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance. The Bennett Memorial Diocesan School is a place where learning and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community.

- Bennett Memorial School is a community and all those directly connected (staff, Trust, governors, parents, families and pupils) have an essential role to play in making it safe and secure.
- Bennett Memorial School recognises the importance of providing an ethos and environment within school that will help children to be and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- Our school core safeguarding principles are:
  - That we are an important part of the wider safeguarding system for children.
  - It is our whole school responsibility to safeguard and promote the welfare of children.
  - All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
  - All children have a right to be heard and to have their wishes and feelings taken into account
  - All staff understand safe professional practice and adhere to our safeguarding policies, code of conduct and other associated policies

## 2. Definition of Safeguarding

- "Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil's welfare, health and safety." (Inspecting safeguarding in early years, education and skills, Ofsted, 2019).

All safeguarding policies will be reviewed on an annual (minimum) basis by the Governing Body which has responsibility for oversight of school safeguarding and child protection systems. The Designated Safeguarding Lead / Head Teacher will ensure regular reporting on safeguarding activity and systems in school to the Local Governing Body and the Trust Primary Executive DSL (who in turn reports to the Trust Board). The Governing Body will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.

- There are four main elements to our safeguarding and child protection policy
  - **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
  - **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);

- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).
- The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Multi-agency Partnership (KSCMP)/East Sussex Safeguarding Children Board.
- For the sake of this policy a child refers to any student on roll at Bennett Memorial School up to the point they leave the school, whether this is over the age of 18 or not.

### 3. Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
  - DfE guidance Keeping Children Safe in Education September 2019 (KCSIE)
  - Working Together to Safeguard Children July 2018 (WTSC)
  - Ofsted: Education Inspection Framework (2019)
  - Framework for the Assessment of Children in Need and their Families (2000)
  - Kent and Medway/East Sussex Safeguarding Children Procedures (Online)
  - Early Years and Foundation Stage Framework 2017 (EYFS)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- The school acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):
  - Bullying (including cyberbullying)
  - Children with family members in prison
  - Children Missing Education (CME)
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child criminal exploitation (County Lines)
  - Domestic abuse
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Female Genital Mutilation (FGM)
  - Forced marriage
  - Gangs and youth violence
  - Gender based abuse and violence against women and girls
  - Hate
  - Homelessness
  - Honour based violence
  - Human trafficking and modern slavery
  - Mental health

- Missing children and adults
- Online safety
- Peer-on-peer abuse
- Preventing (radicalisation and extremism)
- Private fostering
- Relationship abuse
- Sexual Violence and Sexual Harassment
- Upskirting
- Youth produced sexual imagery or “Sexting”

(Also see Annex A within ‘Keeping children safe in education’ September 2019)

#### **4. Related Safeguarding Policies and/or Procedures**

- We are aware that safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the school’s integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
  - Behaviour & discipline policy linked to the Use of Physical Intervention
  - Online Safety including Image Use
  - Anti-Bullying
  - Data Protection and Information Sharing
  - Relationships & Sex Education
  - Personal and Intimate Care
  - Health & Safety
  - Attendance
  - Risk Assessments (e.g. school trips, use of technology)
  - First Aid and Accidents
  - Managing Allegations Against Staff
  - Code of Conduct for Staff (including Acceptable Use of Technology)
  - Recruitment Policy
  - Searching, screening and confiscation
  - Whistle-Blowing

#### **5. Key Responsibilities**

- The local governing body, proprietor and management committees have read and will follow KCSIE 2019.
- The school has a nominated governor for safeguarding. The nominated governor will take the lead role in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually and when required.
- The Local Governing Body, Headteacher and Leadership Team will ensure that the DSL and deputy DSL(s) are properly supported in this role.

## 5.1 Designated Safeguarding Lead (DSL)

- The school has appointed, Karen Brookes, Deputy Headteacher, as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in school.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL and any deputy DSL's training will be updated formally every two years but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- The school has appointed Vicki Woosey (Student Welfare Manager), Nicola Santaana (Head of Student Support) and Rachael Chibhaga (sixth form support assistant) as Deputy Designated Safeguarding Leads. Deputy DSL(s) are trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated,
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children
    - In the case of Looked After Children, the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher).
  - Liaise with other agencies and professionals in line with Working Together to Safeguard Children (WTSC 2018)
  - Ensure that locally established referral procedures are followed as necessary
  - Represent, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
  - Manage and monitor the school's role in any multi-agency plan for a child
  - Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns
  - Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2019)
- Further details about the role of the DSL can be found in 'Keeping Children Safe in Education' 2019, part two.

## 5.2 Members of Staff

- **All members of staff have a responsibility to:**
  - provide a safe environment in which children can learn
  - understand the early help process and their role in it and be prepared to identify children who may benefit from early help
  - consider wider environmental factors in a child's life which may be a threat to their safety and/or welfare
  - understand this school's safeguarding policies and systems
  - undertake regular and appropriate training which is regularly updated
  - be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989
  - know what to do if a child tells them that he or she is being abused or neglected
  - know how to maintain an appropriate level of confidentiality

- be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### 5.3 Children and Young People

- **Children and young people (pupils) have a right to:**
  - Contribute to the development of school safeguarding policies
  - Receive help from a trusted adult
  - Learn how to keep themselves safe, including online

### 5.4 Parents and Carers

- **Parents/carers have a responsibility to:**
  - Understand and adhere to the relevant school policies and procedures and encourage their children to do so. Discuss safeguarding issues with their children and support the school in their safeguarding approaches.
  - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the school, or other agencies.

Parents can obtain a copy of this Safeguarding and Child Protection Policy, reviewed annually, and other related policies on request and can view them via the school website: <http://www.bennettmemorial.co.uk/school-policies/>

## 6. Recognition and Types of Abuse and Neglect

- All staff in school should be aware of the definitions and indicators of abuse and neglect. There are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- Members of staff are aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.
- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- Parental behaviours' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

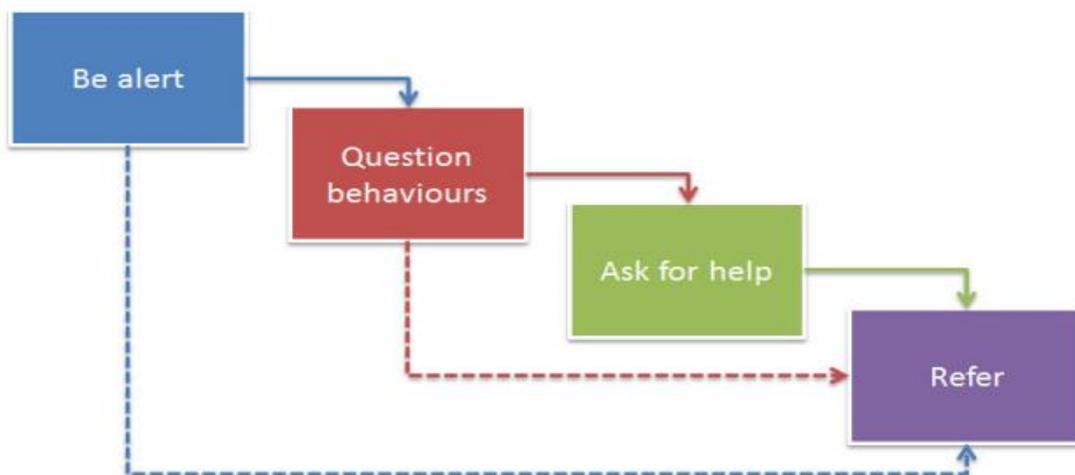
**BULLYING & RACIST INCIDENTS.** If a student reports to a member of staff what they perceive to be a bullying or racist incident, it is essential the member of staff does not tell the child to 'ignore' it. The child speaking may have been on the end of some long term harassment, and has plucked up the courage to speak. In the case of racist language, we practice a 'zero tolerance' policy: (see also Equality and Diversity Policy)

Under our Safeguarding Children Policy it is essential that we treat these reports equitably and seriously. **‘Don’t support it: report it.’** If the member of staff is not the tutor, they should make a note of the child’s name and write a brief note or email to the child’s tutor. If it is appropriate the child can also be sent to Student Welfare to complete an incident form. In the case of a report to the tutor, the child should be asked to write an account of the incident, and the matter investigated by the Year Manager.

Be aware of the need to protect your own safety (see Appendix 2 **Policy statement on the use of physical force with students**)

## 7. Safeguarding and Child Protection Procedures

- Bennett Memorial School adheres to the KSCMP Safeguarding Children Procedures. The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on the KSCMP website.
- All members of staff are expected to be aware of and follow this approach:



- It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a request for support should be made immediately to children’s Social Work Services and/or the police.

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

- The DSL may seek advice or guidance from an Area Education Safeguarding Adviser from the Education Safeguarding Service before making a decision regarding next steps. They may also seek advice or guidance from a social worker at the Front Door service.
- All members of staff are made aware of the internal and local early help support services. Where a child is being offered or receiving early help support, staff will be supported to understand their role in any early help assessment or intervention. This includes identifying emerging problems, liaising with other professionals, and in some cases acting as the lead practitioner.
- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.

- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- **In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their child at the earliest possible stage.** In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought in line with guidance provided by KSCMP, unless there is a valid reason not to do so, for example if to do so would put a child at risk of harm or would undermine a criminal investigation.
- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.
- On occasion, staff may pass information about a child to the DSL but remain anxious about action subsequently taken. Staff should feel able to check the progress of a case with the DSL so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned it is the responsibility of that staff member to follow the school's escalation process.
- If a child's situation does not appear to be improving, then the DSL (or the person that made the request for support) will consider re-referral. Professional disagreements (escalation) will be responded to in line with the KSCMP procedures and DSLs may request support via the Education Safeguarding Team.

## 8. Record Keeping

- Staff will record any welfare concern that they have about a child on the setting's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL as this needs to take priority.
- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- **Incident/Welfare concern forms are kept in the staffroom and in the staff shared area in the safeguarding folder.**
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.

- Detailed guidance on Record Keeping is found in a separate document “Guidelines for Safeguarding Record Keeping in Schools”.
- The Headteacher will be kept informed of any significant issues by the DSL.

## 9. Multi-agency Working

- Bennett Memorial School recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTSC July 2018).
- Schools are not the investigating agency when there are child protection concerns. We will however contribute to the investigation and assessment process as required. Bennett Memorial School recognises the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
- The School Leadership Team and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## 10. Confidentiality and Information Sharing

- Bennett Memorial School recognises that all matters relating to child protection are confidential. The Headteacher or DSL will only disclose information about a pupil to other members of staff on a ‘need to know’ basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.
- DfE Guidance: Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018) and pages 18 & 19 of WTSC (July 2018) provides further detail.

## 11. Complaints

- The school has a **Complaints Procedure** available to parents, pupils/students, members of staff and visitors who wish to report concerns. This can be found on the school website.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations against Staff policy. This can be found in Appendix 1.**

## 12. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of part one of the “*Keeping Children Safe in Education*” (2019) which covers Safeguarding information for all staff. School leaders will read the entire document. School leaders and all members of staff who work directly with children will access Annex A within Keeping Children Safe in Education 2019. Members of staff have signed to confirm that they have read and understood Part One and Annex A. This is recorded on the single central record and is also in hard copy in staff files.
- The DSL will ensure that all new staff and volunteers (including temporary staff) are aware of the school’s internal safeguarding processes.
- All staff members (including temporary staff) will receive training to ensure they are aware of a range of safeguarding issues.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates, at least annually.
- All staff members (including temporary staff) will also be made aware of the school’s expectations regarding safe and professional practice via the staff behaviour policy (or code of conduct) and Acceptable Use Policy (AUP).
- The DSL and Head Teacher will provide an annual report to the Local Governing Body detailing safeguarding training undertaken by all staff and will maintain up to date registers of who has been trained.
- Although the school has a nominated lead for the Local Governing Body (Reverend Bryan Knapp), all members of the Local Governing Body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

## 13. Safe Working Practice

- All members of staff are required to work within clear guidelines on Safe Working Practice / the school’s Code of Conduct.
- Staff should be aware of the school’s **Behaviour and discipline policy and appendix 2: Use of Physical Intervention**, and any physical interventions must be in line with agreed policy and procedures.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should adhere to the school’s online safety and Acceptable Use policies.

## 14. Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for children’s welfare or safety can seek support from the DSL.

- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The school will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
  - All staff will be supported by the DSL in their safeguarding role
  - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

## **15. Safer Recruitment**

- Bennett Memorial School is committed to ensure that the school develops a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and staff.
- The Local Governing Body and Leadership Team are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.
- Bennett Memorial School is responsible for ensuring that the school maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The Local Governing Body will ensure that at least one of the persons who conducts an interview has completed Safer Recruitment Training.
- We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

## **16. Allegations Against Members of Staff and Volunteers**

- Bennett Memorial School recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Head Teacher, or deputy in their absence, who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the headteacher then staff are advised that allegations should be reported to the Primary Lead Headteacher who will contact the LADO in the first instance.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.
- All members of staff are made aware of the school's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child

protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

- Bennett Memorial School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR Director.

### **When in doubt – consult**

#### **17. Safeguarding Children with Special Educational Needs and Disabilities**

- Bennett Memorial School acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- Bennett Memorial School will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

#### **18. Peer on Peer Abuse (Allegations of abuse made against other children)**

- All members of staff at Bennett Memorial School recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour and violence and 'sexting'. The school is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved.
- Bennett Memorial School believes that abuse is abuse and it will never be tolerated.
- 'Upskirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- 'Sexting' (Youth produced Sexual Images) will not be tolerated. The school will respond to cases of 'sexting' in line with the UKCCIS "Sexting in Schools and Colleges" guidance and in line with Kent Safeguarding Children Multi-agency partnership (KSCMP) guidance.

#### **19. Gangs, County Lines, Violent Crime and Exploitation**

- Bennett Memorial School recognises the impact of gangs, county lines, violent crime and exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
  - Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
  - Increased absence from school.
  - Change in friendships/relationships with others/groups.
  - Significant decline in performance.
  - Signs of self-harm/significant change in wellbeing.
  - Signs of assault/unexplained injuries.

## 20. Online Safety

- It is recognised by Bennett Memorial School that the use of technology presents challenges and risks to children and adults both inside and outside of school.
- Members of staff with appropriate skills, interest and expertise regarding online safety are encouraged to help support the DSL, and any deputy DSLs as appropriate, for example when developing curriculum approaches or making technical decisions. However, the DSL is acknowledged as having overall responsibility for online safeguarding within the school.
- Bennett Memorial School identifies that the issues can be broadly categorised into three areas of risk:
  - **content:** being exposed to illegal, inappropriate or harmful material
  - **contact:** being subjected to harmful online interaction with other users
  - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
- The DSL and leadership team have read annex C regarding Online Safety within 'Keeping Children Safe in Education' 2019.
- Bennett Memorial School recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2019 and EYFS 2017 has appropriate policies in place that are shared and understood by all members of the school community. Further information reading the specific approaches relating to this can be found in the schools **Online Safety Policy** and **Acceptable Use Policy**, which can be found in the staff handbook and school website.
- Bennett Memorial School will ensure that appropriate filtering and monitoring systems are in place when pupils and staff access school systems and internet provision.
- Bennett Memorial School acknowledges that whilst filtering and monitoring is an important part of schools' online safety responsibilities, it is only one part of our approach to online safety. Pupils and adults may have access to systems external to the school control such as mobile phones and other internet enabled devices and technology and where concerns are identified appropriate action will be taken.

- Bennett Memorial School will ensure a comprehensive whole school curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider school community (including all members of staff) to become aware and alert to the need to keep children safe online.

## **21. Curriculum and Staying Safe**

- We recognise that schools play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our school will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and that of others. Online Safety is integrated into the curriculum.
- Our school systems support children to talk to a range of staff. Children at Bennett Memorial School School will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

## **22. The Use of School Premises by Other Organisations**

- Where services or activities are provided separately by another body using the school premises, the Head Teacher and Local Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers.
- If this assurance is not achieved then an application to use premises will be refused.

### **Capital programme**

We will ensure that during the progress of any building or other on site works, contractors will be issued with relevant Safeguarding Children information. This will include our expectation of their conduct whilst on site.

## **23. Security**

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

## **24. Monitoring and Review**

- All school staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers.
  
- The policy forms part of our school development plan and will be reviewed annually.

## 25. Local Support

- All members of staff in Bennett Memorial School are made aware of local support available

	East Sussex	Kent
<b>Area Safeguarding Advisor</b>	Mrs Sandi Buttery Telephone: 07834 148479	Gemma Willson 03000412284/ 07540677200 <a href="mailto:Gemma.willson@theeducationpeople.org">Gemma.willson@theeducationpeople.org</a>
<b>Contact details for Online Safety in the Education Safeguarding Team</b>	Rebecca Avery, Education Safeguarding Adviser (Online Protection)  Ashley Assiter, e-Safety Development Officer  Telephone: 03000 415797	Rebecca Avery, Education Safeguarding Adviser (Online Protection)  Ashley Assiter, e-Safety Development Officer  Telephone: 03000 415797  <a href="mailto:esafetyofficer@kent.gov.uk">esafetyofficer@kent.gov.uk</a> (non-urgent issues only)
<b>Children's Specialist Services</b>	Single Point of Advice Team Telephone: 01323 464222  Out of Hours Telephone: 01273 335906	Central Duty Team Telephone: 03000 411111  Out of Hours Telephone: 03000 419191
<b>Early Help and Preventative Services</b>	Single Point of Advice Team Telephone: 01323 464222	Telephone: 03000 419222  <a href="mailto:earlyhelp@kent.gov.uk">earlyhelp@kent.gov.uk</a>
<b>Safeguarding Children Board (SCB)</b>	<b>Local Safeguarding Children Board (LSCB)</b> Telephone: 01273 481544 <a href="mailto:lscbcontact@eastsussex.gov.uk">lscbcontact@eastsussex.gov.uk</a>	<b>Kent Safeguarding Children Board (KSCB)</b> Telephone: 03000 421126 <a href="mailto:kscb@kent.gov.uk">kscb@kent.gov.uk</a>
<b>Contact details for the LADO</b>	Telephone: 01323 747363  Email: <a href="mailto:Amanda.glover@eastsussex.gov.uk">Amanda.glover@eastsussex.gov.uk</a>	Telephone: 03000 410888  Email: <a href="mailto:kentchildrenslado@kent.gov.uk">kentchildrenslado@kent.gov.uk</a>
<b>Police</b>	<b>East Sussex Police</b> Telephone: 101 (or 999 if there is an immediate risk of harm)	<b>Kent Police</b> Telephone: 101 (or 999 if there is an immediate risk of harm)

## 26. National Support

### Support for staff

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### **Support for Pupils**

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### **Support for adults**

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [napac.org.uk](http://napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### **Support for Learning Disabilities**

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### **Domestic Abuse**

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)

### **Honour based Violence**

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

### **Sexual Abuse and CSE**

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

### **Online Safety**

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

## Radicalisation and hate

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

## Appendix 1: Managing allegations against staff

The school believes that all members of the school community are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards pupils or staff, and will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly and sensitively.

If a student or group of students makes an allegation against a member of staff/ the matter should be referred IMMEDIATELY to a member of LMT.

The following procedure should then be observed

A written record needs to be made as soon as possible, ideally by the reporting student/s, identifying where the incident took place, when, and what happened. If the students are in a group, they should not be allowed to confer while the statements are written. PLEASE DO NOT ASK QUESTIONS.

Collect the statements in and refer IMMEDIATELY to the designated member of staff for Safeguarding or to the Headteacher. The Safeguarding Officer will refer to the Headteacher.

In the event that an allegation of abuse is made against a member of staff or other adult in school, the Head Teacher will seek advice from the Local Authority Lead Officer for Safeguarding Children and will agree the procedure to be followed. The actions taken and the outcomes will be recorded in a written report to the LADO which is then held on file at County Hall.

Any staff disclosing information regarding inappropriate behaviour by colleagues will be listened to and supported. Parents of a child allegedly abused by a member of staff or other adult in the school will be kept informed of the progress and outcome of any investigation. Any member of staff facing investigation into an allegation of abuse will be subject to the procedures laid down by the joint DfE-NEOST National Employers' Organisation for School Teachers guidance and will be offered appropriate access to professional and personal support networks, and, will be kept informed of the progress and outcome of any investigation.

## **Appendix 2: Use of physical force with students**

Bennett is a Church of England School and aims to educate students in an environment informed by Christian values of mutual respect and understanding, fostering consensus and cooperation wherever possible.

The Code of Conduct for teachers in the staff handbook makes clear that the use of physical restraint is an extreme occurrence, to be avoided if at all possible. This policy sets out in greater depth what kind of extreme circumstances may justify the use of physical restraint, what form that might take, and what needs to be done after the event.

### **Circumstances in which physical restraint is justifiable**

- It is always restraint, never force. Physical intervention is always to prevent something happening, NEVER to make something happen.
- It is justifiable only in cases where a student is, on the balance of probabilities, likely to cause serious injury to himself or herself, or to another person, including the teacher or other adult present.
- Likely damage to property does NOT justify the use of physical restraint, providing that no person is in serious danger.
- The most likely circumstances in which physical restraint might need to be used are if a student is armed with an offensive weapon, has clearly lost his or her temper and is behaving irrationally, and is making clear and credible threats to inflict immediate harm on themselves or others.
- No adult must place themselves at risk by using physical restraint. Staff must only consider it as an option if they are confident that they can use it without becoming injured themselves. There is no obligation whatsoever to use physical restraint.
- It is essential that all other means of managing the situation have been exhausted before physical restraint is justified. These would always include sending for help, evacuating the room or space, warning the student of the seriousness of their behaviour – usually a calm but very clear warning is more likely to be heard than a shouted one.
- In attempting to calm the situation verbally, it is perfectly acceptable to offer assurances of any sort if these are needed to prevent injury or to obviate the need for physical restraint to be used.
- It is always essential to have another adult as a witness – if you are alone with an aggressive student the best course of action is to leave, or immediately call for assistance.
- Parents will be informed if physical restraint is used. If a situation arises where the use of physical restraint appears likely then a protocol will be agreed with parents.

### **The form of physical force appropriate**

MINIMUM restraint is the only form ever justifiable. For example, if a student is holding an offensive weapon, preventing them using the weapon is the only justifiable objective. If they are aggressing or credibly threatening to aggress another student, it may be sufficient simply to lay a hand on the arm to calm, or if absolutely necessary holding the arm while the potential victim is evacuated.

### **Who may administer physical restraint**

It is always preferable to call for assistance if a student becomes aggressive or a situation becomes out of control. Always defer to the senior member of staff present, and never attempt physical restraint if told not to by a more

senior member of staff. In the circumstances outlined above, any member of staff may administer physical restraint to prevent actual or likely serious injury to themselves or another.

#### **What must be done immediately afterwards**

Immediately afterwards, once the student is with a senior member of staff, all adults who witnessed the events must write a full account of the events, without discussing them with each other first.

The headteacher must be informed immediately and all signed accounts passed to the headteacher without delay.

### **Appendix 3**

#### **Host families –homestay during exchange visits**

##### **School/college arranged homestay – suitability of adults in UK host families**

When arranging a homestay, Bennett will consider the suitability of the adults in the respective families who will be responsible for the visiting child during the stay. Letters are sent home inviting families to act as hosts. These letters will make it clear that, to help inform our assessment, we will obtain a DBS enhanced certificate with barred list information for all adults over the age of 18 in the household. A decision will then be made on the suitability of the adults as a host. We will then take a view on whether DBS checks need to be completed for children in the household, who are between the ages of 16 and 18.

##### **Homestay- suitability of adults in host families abroad.**

It is not possible to obtain DBS check for adults, who provide homestays abroad. Bennett will, therefore, liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. Teachers will use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. The agreed arrangement will be shared with parents.

