

HILLSIDE SPECIAL SCHOOL

WHOLE SCHOOL SAFEGUARDING POLICY INCLUDING CHILD PROTECTION

‘Everyone’s Responsibility’

Prepared by	Michelle Kelly, Headteacher
Approved by the Governing Body	Hillside Special School
Signature of Chair of Governors	<i>Pauline Lucas</i>
Date Approved	December 2017
Review date	November 2018

PURPOSE AND AIMS

The purpose of Hillside's safeguarding policy is to provide a secure framework for safeguarding and promoting the welfare of pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm.
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices.
- Staff, students, governors, visitors, volunteers, parents and carers are aware of the expected behaviours and the school's legal responsibilities in relation to the safeguarding and promoting the welfare of all of our pupils.

ETHOS

Safeguarding in Hillside is considered everyone's responsibility and as such we aim to create the safest environment within which every pupil has the opportunity to achieve. Hillside recognises the contribution it can make in ensuring that all pupils feel that they will be listened to and appropriate action taken. We will do this by endeavouring to work in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our pupils with the skills they need. This will include materials and learning experiences that will encourage our pupils to develop essential life skills and protective behaviours.

RESPONSIBILITIES AND EXPECTATIONS

Hillside has a Governing Body whose legal responsibility it is to make sure that the school has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Governing Body ensures that this policy is made available to parents and carers if requested. It is also the responsibility of the Governing Body to ensure that all staff and volunteers are properly investigated to make sure that they are safe to work with the pupils who attend our school and that we have procedures for handling allegations of abuse made against members of staff (including the Headteacher and volunteers). The Governing Body ensures that there is a Named Governor and a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school.

TRAINING

Every new member of staff or volunteer has an induction period that includes a session on essential safeguarding information. This session includes basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure, awareness-raising regarding Child Sexual Exploitation and students vulnerable to radicalisation. The induction also reminds staff and volunteers of their responsibility to safeguard all children at our school and the role of the Designated Safeguarding Lead. All staff are expected to read, understand and have training in 'Keeping Children Safe in Education' Part 1 (DFE Sept 2016). They must sign to confirm they have done so.

Every member of staff undertakes 'Introduction to Safeguarding in Education' training delivered by the Designated Safeguarding Lead every year. The Designated Safeguarding Lead and the Designated Safeguarding Lead Alternate attend Suffolk Safeguarding Children's Board

'Designated Safeguarding Lead' and multi-agency training every two years. The Designated Safeguarding Lead is also required to attend an annual trainer's workshop.

Our Governing Body and the Named Governor for Safeguarding undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school.

We actively encourage all staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed at www.suffolkscb.org.uk or www.gov.uk by entering 'safeguarding children' as a search term.

The Designated Safeguarding Lead is the first point of contact for concerns and queries regarding any safeguarding concern in our school.

At Hillside, the above roles are undertaken by:

Michelle Kelly as the Designated Safeguarding Lead
Wendy Battye as the Designated Safeguarding Lead Alternate
Pauline Lucas as the Named Governor
Pauline Lucas as the Chair of Governors
Shelley Jackson as the On-line Safety Lead
Wendy Battye as the Lead for Children in Care (CiC)

The Role of the Designated Safeguarding Lead (DSL)

- To ensure that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency
- To arrange safeguarding training for all staff and volunteers on an annual basis.
- To deliver Safeguarding training within school.
- To attend statutory and locally agreed training and to engage in the quality assurance process.
- Attend, where appropriate, all conferences, core groups or meetings where it concerns a child in our school.
- To complete an annual Safeguarding self-review assessment and to draw up an action plan for any areas that need improvement.

Useful Contacts

- Multi-agency Safeguarding Hub (MASH) Professional Helpline: 03456 061 499
- Customer First (Professional Referral Line): 03456 066 167
- Customer First : 0808 800 4005
- Police (Emergency) 999
- Suffolk Police Cybercrime Unit : 101
- Suffolk Local Safeguarding Children Board : www.suffolkscb.org.uk
- Suffolk County Council: www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk

GUIDANCE FOR MANAGING A DISCLOSURE

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Do** stay calm and listen carefully
- Do** reassure them that they have done the right thing in telling you
- Do not** investigate or ask leading questions
- Do** let them know that you will need to tell someone else
- Do not** promise to keep what they have told you a secret
- Do** inform your Designated Safeguarding Lead as soon as possible.
- Do** make a written record of the allegation, disclosure or incident which you must sign, date and record your position.
- Do not** include your opinion without stating it is your opinion.
- Avoid** telling the child that it will be alright.
- DO REFER WITHOUT DELAY.**

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Designated Safeguarding Lead who will advise Local Authority Designated Officer (LADO). Where those concerns relates to the Headteacher however, this should be reported to the Chair of Governors who will liaise with the LADO (see Appendix E).

MAKING REFERRALS TO SOCIAL CARE SERVICES

The Designated Safeguarding Lead is made aware of all cases of suspected abuse (see Appendix A) and of any referral to Social Care Services. Where practicable, the school will inform parents or carers of a referral before it is made, or at least as soon as possible afterwards if contact cannot be made with them quickly. The only circumstances in which a parent or carer will not be informed of a referral are if it is considered:

- the child might be at greater risk of harm as a result
- such action might impede a criminal investigation
- the child might be the victim of fabricated or induced illness.

All Child Protection concerns need to be acted on immediately. If school staff are concerned that a pupil may be at risk or is actually suffering abuse, they should tell the Designated Safeguarding Lead immediately.

SAFE STAFF

We take all possible steps to safeguard our pupils and to ensure that the adults in our school are safe to work with young people. We always ensure that the 'Keeping Children Safe in Education (DFE Sept 2016) is adhered to. All adults who come into contact with young people are made aware of the steps that will be taken if an allegation is made. We seek appropriate advice from the LADO. Neither the Headteacher nor any other member of school staff will investigate these matters. We seek and work with the advice that is provided.

There are sensible steps that every adult should take in their daily professional conduct with children.

If Staff are working with children alone they will:

- wherever possible, be visible to other members of staff and are expected to inform another member of staff of their whereabouts in the school, who they are with and for how long

- leave the classroom/office door open if possible (ideally doors should have a clear glass panel in them)

Staff should never:

- use any private communication system for work or communication with pupils e.g. Facebook, private email or mobile, but should use, when necessary school email or school phone (see Online Safety policy)
- work with pupils at their home or the pupil's home
- give pupils lifts except in emergency and never without the prior knowledge of the parents/carers and the school. If this situation arises staff should whenever possible arrange for another member of staff to accompany them
- work alone with pupils on a regular but non timetabled basis unless they have discussed and agreed this with one of the Leadership Team.

All adults at Hillside are made aware of their unique position of trust. They are clear that there are no circumstances in which an adult in the school can enter into a relationship with any pupil that is anything other than professional. (see Staff Code of Conduct)

Contractors working at the school wear identification badges, read the Visitors' Policy and should have no contact with pupils.

SAFER CURRICULUM

Staff will support pupils in developing their independence to keep themselves safe. They will teach them through the curriculum and other opportunities, a wide range of skills and strategies to enable them to understand and act in a safe manner, for example, in Online Safety in Computing lessons, road safety whilst in the community and using equipment in Life Skills lessons.

SAFER RECRUITMENT AND SELECTION

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Hillside we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. We ensure that all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards (see Appendix C).

PARTNERSHIP WORKING

Hillside works in partnership with other local schools and colleges. Should a pupil make a disclosure to a member of staff whilst attending lessons and activities at another school (i.e. the school at which they are not formally on roll), the matter will be immediately passed to the Designated Safeguarding Lead at that establishment. As soon as possible the allegation will be passed to the Designated Safeguarding Lead at the on roll school for co-ordination and for the matter to be dealt with quickly and sensitively. A referral should not be delayed in order to discuss with Hillside's Designated Safeguarding Lead if it is felt/identified that the pupil is at immediate risk (see Appendix B).

Where a disclosure is made to a visiting professional from a different agency, e.g. NHS Therapy Team or Specialist School Nursing Team linked to Hillside, it is the responsibility of that agency staff member to formally report the referral to the school's Designated Safeguarding Lead for joint action to be taken.

Where the disclosure is made by a child at a dual placement setting, the referral should be recorded and referred to the Designated Safeguarding Lead at that setting, who will deal with the disclosure in line with their own Child Protection procedures. A formal notification should also be made to Hillside's Designated Safeguarding Lead where the pupil is also on roll for information and/or for appropriate action to be taken.

Child Protection Conferences/ Multi-agency planning meetings

A child protection conference will be convened if a referral has been made and, following investigation, the findings have considered the child to be at risk of harm or if the child is already subject to a child protection plan. A review conference is held to monitor the safety of the child and the required reduction in risk. Child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Social Care Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

Staff may be required to attend child protection conferences or core group meetings to represent the school. The person attending will need to have as much relevant information about the child as possible. All reports for child protection conferences will be prepared in advance using the required county report format.

BULLYING AND CHILD-ON-CHILD ABUSE

(see Hillside's Anti Bullying Policy)

It is important that pupils should be safe from each other in the school. Hillside will not tolerate bullying amongst its students and is committed to dealing with all complaints of such a nature. Strategies for dealing with bullying are explained in the school's Anti-Bullying Policy. All incidents of bullying are recorded and where they relate to race, sexuality or disability they are reported to the Local Authority.

Members of staff need to understand that children as well as adults can be abusers. Where a pupil discloses abuse by a fellow pupil the matter is referred to Social Care Services by the Designated Safeguarding Lead in the usual way. Both sets of parents are informed by the school, unless Social Care Services, having taken account of the particular circumstances, advises otherwise.

WORKING WITH STUDENTS WHO ARE, OR WHO ARE PLANNING TO BECOME, SEXUALLY ACTIVE

(see Hillside's Sex and Relationships Policy)

All pupils at the school are engaged in learning about sex, sexuality and relationships throughout their time at Hillside e.g. in PSHE, Science and RE.

All staff are familiar with this policy and know what the referral process is, if they are concerned about the welfare of a student.

School staff work closely with the Designated Safeguarding Lead and with Customer First if concerns about a young person are raised and a decision regarding referral has to be made (reference is made to the guidelines 'Working with Sexually Active Young People under the age of 18')

Although each case is discussed independently it is expected that the following procedures will be followed if a young person discloses (or it is disclosed by others) that they are sexually active or intending to become sexually active:

- Under 13 – this will always be reported to Social Care
- Discussion with the young person about their needs
- Referral to the Specialist School Nursing Team
- Explanation to the young person that parents will be informed and advice sought from Social Care
- If it is felt that the young person is being exploited in any way (see LSCB 'Working with Sexually Active Young People under the age of 18'), the school will inform parents and seek support from Social Care.

As with all child protection concerns, no individual will make a decision regarding the appropriate action, independently. The Designated Safeguarding Lead will always be involved and, in their absence, the alternate will be consulted.

CHILD EXPLOITATION AND E-SAFETY

(see Hillside's Online and Acceptable Use Policy)

Children and young people can be exploited and suffer bullying through their use of modern technology such as the Internet, mobile phones and social networking sites. In order to minimise the risks to our pupils, Hillside has in place appropriate measures such as security filtering, and an Online and Acceptable Use Policy. Hillside will take whatever action is necessary to address bullying. Parents and carers will be informed unless it is felt that this would put a young person at further risk or if advised not to do so by a partner agency. The Police will be informed where an offence is thought to have been committed (see Appendix D for current Safeguarding issues)

ATTENDANCE

(See Hillside's Attendance policy)

At Hillside we acknowledge the importance of regular attendance for monitoring the wellbeing of our pupils. The following procedures are in place:

- First day of absence contact
- Medical evidence may be requested for prolonged absences
- Involvement of the specialist school nursing team may be requested if medical evidence is not forthcoming
- Involvement of the EWO may be requested
- Involvement of Social Care if the pupil is the subject of a Child in Need of a Protection Plan

RECORDS AND MONITORING

If we are concerned about the welfare or safety of any pupil, all adults in the school record their concern on the agreed reporting form (see Appendix B) and give this to the Designated Safeguarding Lead. Any information recorded is kept in a separate named file, in a secure cabinet and not with the pupil's academic file. These files are the responsibility of the Designated Safeguarding Lead. Information is shared within the school on a need to know basis for the protection of the pupil.

If a student with a Child Protection file leaves our school, our Designated Safeguarding Lead will make contact with the Designated Safeguarding Lead at the receiving school and a copy of the file is forwarded with the original being retained at the Hillside.

This policy is discussed at termly child protection meetings attended by the Designated Safeguarding Leads of most local primary schools, Ormiston Sudbury Academy and Hillside. The policy is adopted by some of these schools and adapted by others to suit the needs of their intake.

This policy is a working document subject to review on a regular basis and it will be on the agenda for every Governing Body meeting after any changes have been made but at least annually. Review and dissemination of the policy is the responsibility of the Designated Safeguarding Lead.

Current Safeguarding issues

The following safeguarding concerns, actual or suspected, should be referred immediately to Children's Social Care.

- Child sexual exploitation (CSE)
- Bullying including cyberbullying
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gang and youth violence
- Gender-based violence / violence against women and girls (VAWG)
- Mental health
- Private fostering
- Preventing radicalisation
- Hate crime
- Sexting
- Teenage relationship abuse (peer on peer)
- Trafficking
- Children missing from home or care
- Children missing education

APPENDIX A

Recognising concerns, signs and indicators of abuse.

Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety etc. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the Internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

We recognise that many of our pupils cannot communicate with us conventionally. We use symbols to help pupils to communicate with us about any concerns or worries. Our staff are aware that they need to observe our pupils carefully and be aware of any changes in their behaviour that may indicate that something is wrong.

The following indicators listed under the categories of abuse are not an exhaustive list.

Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the Internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

APPENDIX B

HILLSIDE SPECIAL SCHOOL

RECORDING FORM FOR SAFEGUARDING CONCERNS IN SCHOOLS

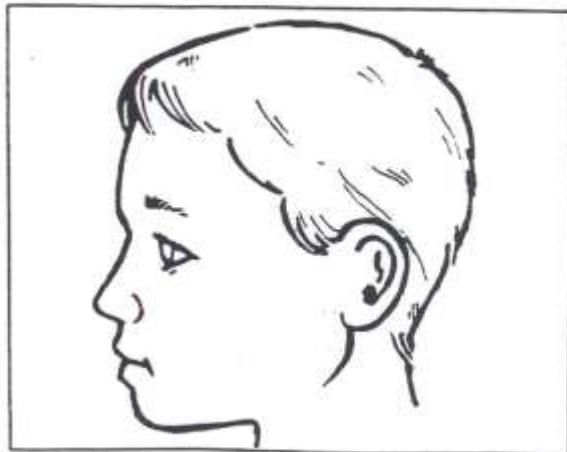
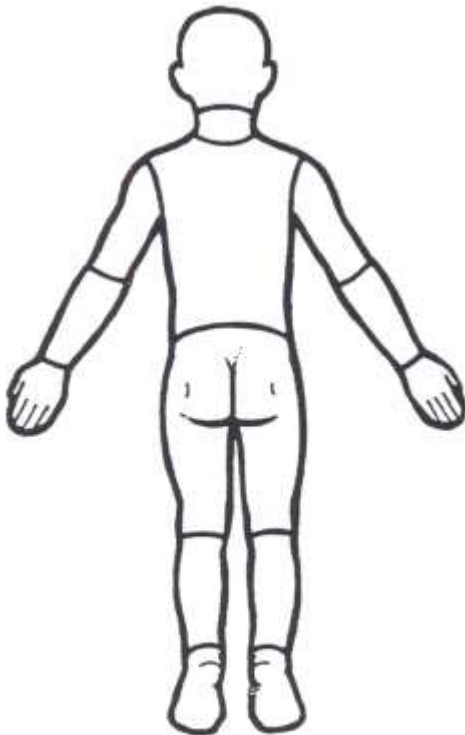
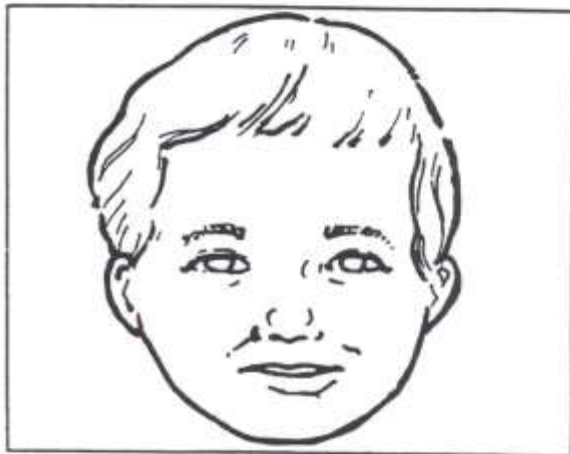
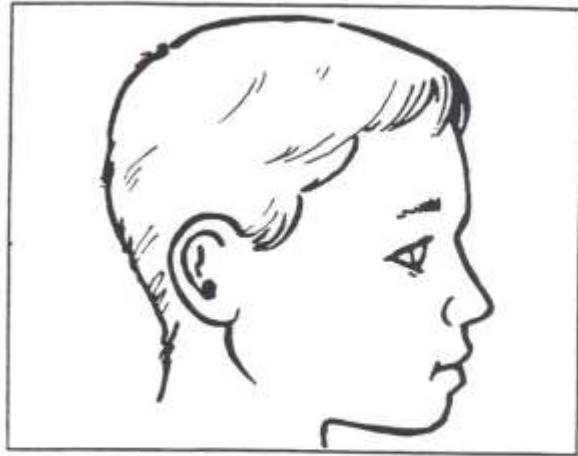
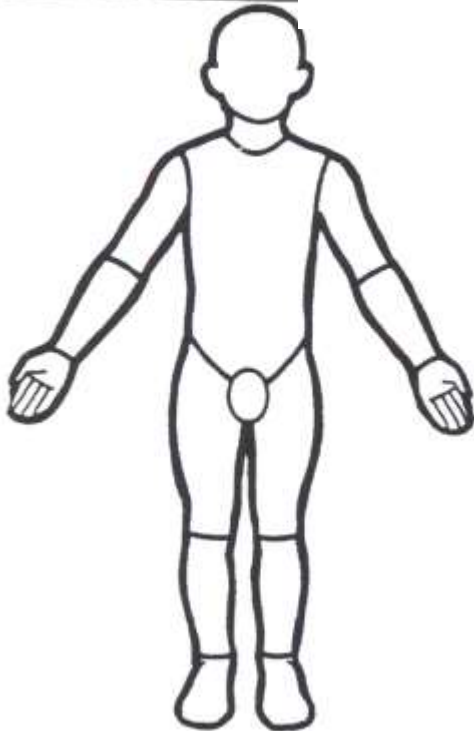
Remember that this is your information, you are responsible for passing this information on to the Designated Safeguarding Lead (Michelle Kelly) or Alternate (Wendy Batty) in writing **as soon as possible** – do not verbally pass the information on – complete the areas below:

Name of student/person making the disclosure or that you are concerned about		Child's Date of Birth		Class Teacher		Your name (and position in school)				
Nature of concern. What did they say? (Record what you heard only)										
Was there an injury		Yes		No		Did you see it?		Yes		No
Describe the injury:										
Have you filled in a body plan to show where the injury is and its approximate size?							Yes		No	
Was anyone else with you?		Yes		No		Who?				
Where were you?										
Has this happened before?		Yes		No						
Did you report the previous incident?	Yes		No		To whom?			Date:		
Is the safeguarding concern enabled or dependant on the internet?							Yes		No	
If yes then please discuss this with your On-line Safety Lead, follow the on-line safety reporting flow chart and ensure this is recorded on the On-line Safety Lead's log.										
Who are you passing this information on to?				DSL	Senior Leader	LADO	Police	Customer First		
Please give details including their name and contact number										
Name:			Time:			Date:				
Your Signature:						Date:				
Print name:										
<i>For use by DSL only:</i>							<i>Date and time received:</i>			
Summary of action taken:										
Referred to:				Recorded on log Y/N Log ref number:			Date and time completed:			

Hillside Special School
'Body Map'

Pupil Name: _____

Date of Birth: ____ / ____ / ____



Form Completed By: _____

Signed: _____

Date: ____ / ____ / ____

APPENDIX C **HILLSIDE SPECIAL SCHOOL** Employment of New Members of Staff

Advert Placed: Internal TES Local Press SCC Website

Post: _____

Name of Successful Applicant: _____

Application Form Completed

Employment Type: Permanent / Temporary / Casual / Maternity Cover

Position: Teaching / Non-Teaching **Teaching Post:** F.T.E. _____

Teaching Pay Scale: MPR ____ / UPR ____ / LDR ____ **Allowance:** _____

QTS seen? Yes/No **Teacher Registration?** Yes/No **Degree Qualification?** Yes/No

Other Qualification seen? _____

Non-Teaching Pay Scale: Grade: _____ Point on Scale: _____

Non-Teaching Post: Weeks per Year: _____ Hours per Week: _____

Start Date: _____ (End Date: _____)

References Requested: First Second

References Received: First Second

Existing Suffolk County Council School Employee: Yes No

___ / ___ / ___ **Health Questionnaire** initiated

___ / ___ / ___ **Health Screening Assessment Report** received

___ / ___ / ___ **Online DBS process started**

___ / ___ / ___ **Online DBS ID verifier** section completed

___ / ___ / ___ **Online DBS confirmation clearance** received

DBS Certificate Number: _____ **DBS Certificate Date of Issue:** ___ / ___ / ___

___ / ___ / ___ **Staff Disqualification Self-Declaration**

___ / ___ / ___ **Pay 5 & HMRC Starter Checklist** sent ___ / ___ / ___ **eForm** submitted to HR

___ / ___ / ___ **Job Offer** sent to Candidate ___ / ___ / ___ **Added to SIMS.net**

___ / ___ / ___ **Entered on Single Central Record** ___ / ___ / ___ **Pecuniary Interests**

___ / ___ / ___ **Induction completed** ___ / ___ / ___ **Online-Safety Policy**

___ / ___ / ___ **Confidentiality Agreement** ___ / ___ / ___ **Staff Code of Conduct**

___ / ___ / ___ **Photo Permissions** ___ / ___ / ___ **Next of Kin Details**

___ / ___ / ___ **I. D. Badge** issued ___ / ___ / ___ **Email account** issued

APPENDIX D

Current Safeguarding Issues

The following Safeguarding concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which can be found on the Suffolk Safeguarding Children Board website at: www.suffolkscb.org.uk

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Hillside does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

Forced Marriage

Hillside does not support the idea of forcing someone to marry without their consent and will follow SCB procedures to refer any child and young person immediately to Children's Social Care.

Honour Based Violence

'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 is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a child/young person is at risk from Honour based violence Hillside will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Female Genital Mutilation (FGM)

FGM is partial or total removal of external female genitalia or other injury to the female genital organs and is now mandatory reporting in 2015. This is against the law yet for some communities it is considered a cultural requirement. It is illegal in this country and the school is aware of the need to consider that some parents might take their daughter abroad for this purpose. If any of the above areas of concern are brought to the attention of the school, we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Faith Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Children Missing Education

"Basic to safeguarding children is to ensure their attendance at school." (OFSTED 2002). Children are best protected by regularly attending the school where they will be safe from harm

and where there are professionals to monitor their well-being. At Hillside we will encourage the full attendance of all of our children at school. Where we have concerns that a child is missing education and/or because of suspected abuse, we will report to Children's Social Care and the Child Missing in Education Officer at Suffolk County Council to effectively manage the risks and to prevent abuse from taking place.

Safeguarding Disabled Children

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and '*created vulnerability*'. This may lead to disabled children having unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment. Hillside will ensure that all of our children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

Domestic Abuse

The Government defines domestic abuse as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality"

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989.

Where there is evidence of domestic violence, Hillside will report concerns to the appropriate agency including Children's Social Care and the police in order to prevent the likelihood of any further abuse taking place.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority

for more than 28 days and where the care is intended to continue. It is a statutory duty for Hillside to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

Sexting

Someone taking an indecent image of themselves and sending it to their friends or boy/girlfriend via a mobile phone or some other form of technology is sometimes referred to as 'sexting'. Young people need to be aware that they could potentially be distributing **illegal** child images. Staff working at Hillside will ensure that they are aware of the risks associated with the use of the internet and how to respond appropriately to a 'sexting' incident as we know this can cause enormous distress to children and young people and may place them at risk of sexual grooming and other risks associated with the internet.

Safeguarding Children and Young People linked to Gang activity and Youth violence

At Hillside we will endeavour to protect our children and young people from exposure to gang activity and exploitation by having robust attendance and behaviour policies and to act on relevant information and allegations. We will take all reports seriously and will share this information appropriately with other agencies to safeguard our pupils from harm.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure Hillside is a safe place to learn and work.

APPENDIX E

Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the Designated Safeguarding Lead. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of Governors who can be contacted in confidence via the Business Manager at Hillside. The Designated Safeguarding Lead /Chair of Governors must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This will constitute an initial evaluation meeting or strategy discussion. Dependant on the allegation being made, the Designated Safeguarding Lead/Chair of Governors will need to:

- Refer to the LADO within one working day and follow up in writing within 48 hours. The School is not an investigating authority and no investigation will be carried out without discussion with the LADO. The LADO will advise whether there will be a strategy meeting and will advise re continuation at work.
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting or evaluation meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations having been founded.
- Liaise with the Headteacher (except in cases of allegations against the Headteacher) to inform of issues especially on-going enquiries under Section 47 of the Children Act 1989 and police investigations.

Further guidance on this can be found in 'Keeping Children Safe in Education' (July 2015 full document).

APPENDIX F

Prohibition order checks and the recording of information on the school's Single Central Record (SCR)

All new teachers to the school must undergo a prohibition order check. This must be done as part of the pre-employment checking process and a record must be kept on the school's single central record.

A prohibition order check ensures a teacher is not prohibited from teaching. This requirement has been statutory since 3 April 2014 but there is no requirement to retrospectively check teachers who commenced their current employment prior to that date. Existing staff will have been checked in line with previous guidance for checking QTS status.

To undertake prohibition order checks, schools can register on the 'Employer Access Service'. This is a free service and enables employers and potential employers to view the record of any teacher with qualified teacher status or any teacher with an active restriction. Schools can check whether a teacher being considered for employment has:

- qualified teacher status (QTS)
- completed their induction
- a mandatory qualification for teachers of hearing impaired or visually impaired pupils
- an active teaching restriction
- been the subject of a decision by the Secretary of State not to impose a prohibition order for unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence
- been prohibited from teaching
- a suspension or conditional order imposed by the General Teaching Council for England that is still current
- failed their induction or probation period

Please note: The prohibition order check is different to the barred list check operated by the DBS. Some new appointments will require an enhanced DBS check (which includes a barred list check), and a prohibition order check.