



CHILD PROTECTION AND SAFEGUARDING POLICY

Date of Last Review: October 2018

Date of Next Review: October 2019

Responsibility: Miss E. Campbell

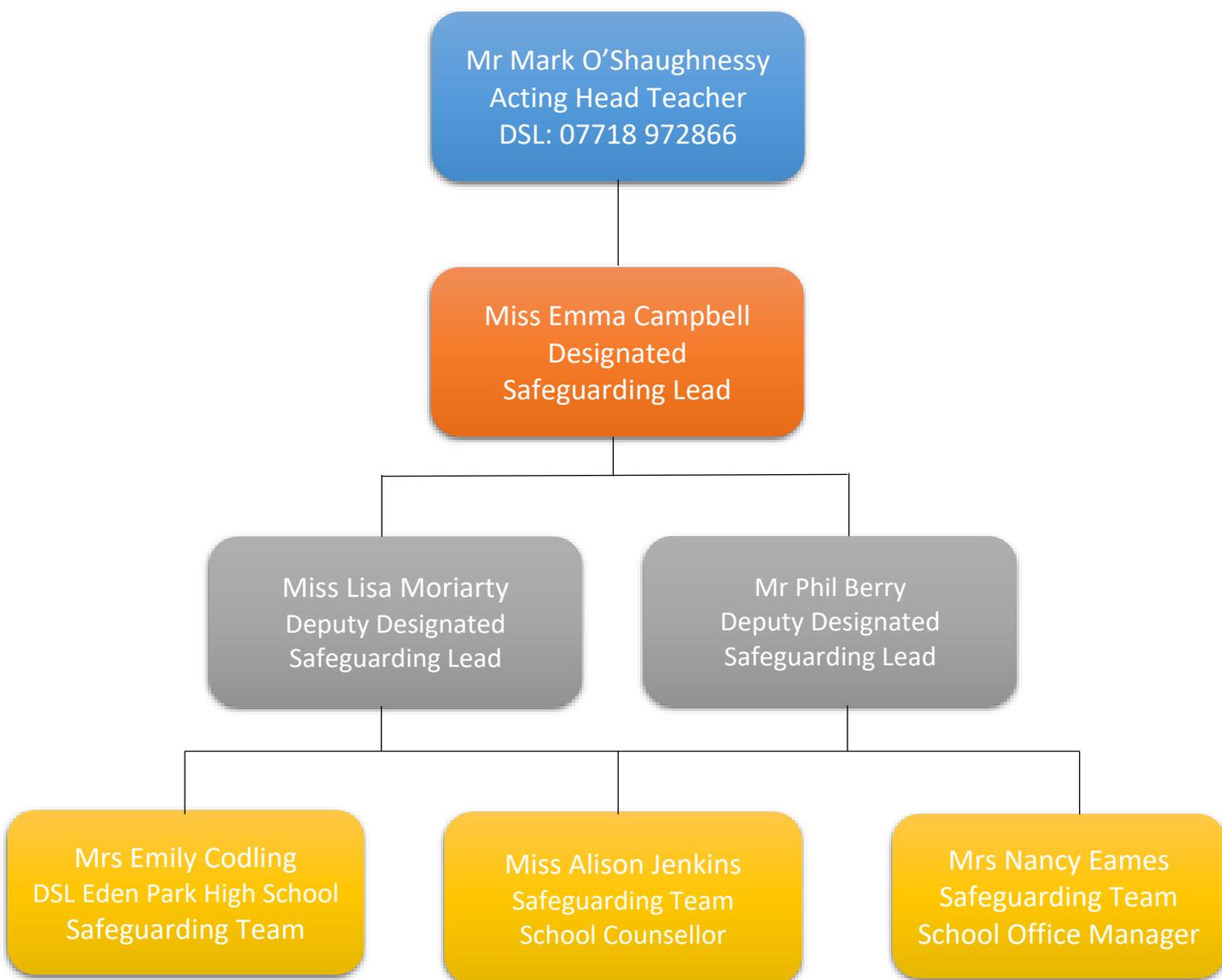
Advisory Body Signature:



The Advisory Body and staff of The Ravensbourne School fully recognise the central responsibility it has to the safeguarding and protection of its students.

All members of The Advisory Body and staff (teaching and associate) including volunteers have an active part to play in protecting students from harm.

Safeguarding Team



The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL) are available to staff during school hours, term-time.

AIMS

- The Ravensbourne School staff and members of The Advisory Body are committed to providing a caring, positive, safe and stimulating environment.
- To provide a continuous training programme that raises the awareness of all members of The Advisory Body and staff of the need to safeguard students and ensures that they are fully aware of their responsibilities in identifying and reporting possible cases of abuse.
- The Ravensbourne School will appoint a designated Child Protection/ Safeguarding Lead from the Senior Leadership Team (SLT) who will adhere to the updated London Child Protection Procedures and Bromley Safeguarding Children Board with regard to referring a student where concerns of abuse are raised and keep confidential records, secure and separate from student's main record.
- To ensure that all staff and volunteers who have access to the students have an enhanced DBS disclosure and S128 Education and Skills Act 2008 'discretion' check via the Teacher Services System.
- The Ravensbourne School will implement recruitment procedures as outlined by updated Safeguarding Children and Safer Recruitment legislation.
- The Ravensbourne School will develop and promote working relationships with external agencies in line with Working Together to Safeguard Children Legislation, Keeping Children Safe in Education Guidance and contribute to external agency enquires as appropriate.
- The Ravensbourne School will fulfill its obligation to undertake any special responsibilities or tasks required for the care of students on the Child Protection Register (CPR).
- The Ravensbourne School will endeavor to make parents aware of their role in Child Protection and safeguarding from all potential risks.
- DSL or DDSL available to staff in term time.
- Overall responsibility with DSL rather than departments.
- In all Job Descriptions.
- Working document and should be read in conjunction with others.
- Safeguarding is the duty of all and is broadly constituted for.

This policy is also based on the following legislation:

- Section 175 of the **Education Act 2002**, which places a duty on schools and local authorities to safeguard and promote the welfare of pupils
- **The School Staffing (England) Regulations 2009**, which set out what must be recorded on the single central record and the requirement for at least one person conducting an interview to be trained in safer recruitment techniques
- **The Children Act 1989 (and 2004 amendment)**, which provides a framework for the care and protection of children
- Section 5B(11) of the **Female Genital Mutilation Act 2003**, as inserted by section 74 of the **Serious Crime Act 2015**, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- **Statutory guidance on FGM**, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM

- **The Rehabilitation of Offenders Act 1974**, which outlines when people with criminal convictions can work with children
- Schedule 4 of the **Safeguarding Vulnerable Groups Act 2006**, which defines what 'regulated activity' is in relation to children
- **Statutory guidance on the Prevent duty**, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

PROMOTING A PROTECTIVE ETHOS

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 2 explains the different types of abuse.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 2 defines neglect in more detail.

Sexting (also known as youth produced sexual imagery) is the sharing of sexual imagery (photos or videos) by children

Children includes everyone under the age of 18.

The following **3 safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The local authority (LA)
- A clinical commissioning group for an area within the LA
- The chief officer of police for a police area in the LA area

Safeguarding incidents could happen anywhere and safeguarding children is everyone's responsibility at TRS. Staff should be alert at all times to possible concerns being raised at this school.

All staff may raise concerns directly with Children's Social Care services.

Staff at TRS who have a safeguarding concern regarding adults in the school should raise that concern with the Designated Safeguarding Lead, or the Headteacher as soon as possible.

The staff training and daily practice of The Ravensbourne School seeks to create a protective ethos where risk to the personal safety of students, particularly the risk of abuse, is minimized. Equally, we work to promote a culture where students have the confidence to talk to a member of staff about any concerns in their life.

The Ravensbourne School encourages working practices that will protect staff and volunteers from malicious accusations or misunderstandings.

The Ravensbourne School procedures are in line with updated Bromley and London Child Protection Procedures and have been updated in line with KCSIE September 2018.

All parents/guardians will be made aware of Safeguarding Procedures. Our policies are published on the school website and information is presented at Open Evenings.

The Ravensbourne School recognises that a student who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth, feel helpless and humiliated and may feel self-blame.

We recognise that School may provide the only stability in their lives and accept that research shows that the behaviour of a student in these circumstances may range from what is perceived to be normal to aggressive or withdrawn.

The Ravensbourne School recognises that children with SEN and disabilities are more likely to be abused or neglected. The Ravensbourne School will identify these students through a variety of ways and act to keep them safe.

Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality

- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after

Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the school. Our policy and procedures also apply to extended school and off-site activities.

All staff will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually.

Staff/Volunteers will:

- Encourage self-esteem and assertiveness whilst not encouraging aggression and bullying.
- Promote a caring, safe and positive environment within the school.
- Liaise and work together with the agencies involved in safeguarding children.
- Establish and maintain an ethos where students feel secure and have opportunities to talk and are always listened to.
- Support all students especially those vulnerable to abuse through sensitive monitoring and by ensuring that all students have a network of people around them that they can go to if necessary.
- Be aware of the possible increased vulnerability of students with additional needs and those who have been bullied or isolated by their peers in the past.
- Include opportunities within curriculum time which equip students with the skills they need to stay safe from harm and that is appropriate to their age and development and to know whom they should turn to for help.

The Ravensbourne School recognises that all matters relating to Child Protection/Safeguarding are highly confidential and that the Headteacher and the Designated Safeguarding Lead will only disclose any information on a 'need to know' basis.

All staff/volunteers are aware that they have a professional responsibility to disclose information and they cannot promise a student to say nothing/keep it a secret.

The Ravensbourne School recognises that staff /volunteers who have become involved with a student who has suffered or is likely to suffer harm, may find the situation stressful and

upsetting. These members of staff/volunteers are provided with the opportunity to talk through their anxieties with the designated lead and to seek further support as appropriate.

The Ravensbourne School will work as closely as possible in partnership with parents/guardians and as a matter of good practice, will inform them of any referral made under our Safeguarding Policy, unless it is agreed that by doing so may/will put the student at risk from harm.

All staff, governors and volunteers will be subject to a full enhanced DBS check which is renewed every 3 years. Volunteers who are here for very short periods of time (less than a week, or a day visit) are never unsupervised at all times while on site, and where appropriate, if they hold a current DBS they are asked to bring that with them while visiting the school. Visiting guest speakers are researched and verified by the DSL in advance of their visit.

The school has a staff code of conduct policy, which is on the school web site and forms part of the induction training for all new staff.

The Designated Safeguarding Lead (DSL)

The DSL is a member of the senior leadership team. **The DSL is Miss Emma Campbell: Deputy Headteacher.** The DSL takes lead responsibility for child protection and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns.

Contact details for the DSL:

Telephone- 02086400083 extension 8580

Email ecampbell@e21c.co.uk

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly

The DSL will also keep the headteacher informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

The full responsibilities of the DSL and deputies are set out in their job description.

The Governing Board

The governing board will approve this policy at each review, ensure it complies with the law and hold the headteacher to account for its implementation.

The governing board will appoint a link governor to monitor the effectiveness of this policy in conjunction with the full governing board. This is always a different person from the DSL.

The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate (see appendix 3).

All governors will read Keeping Children Safe in Education.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers are informed of our systems which support safeguarding, including this policy, as part of their induction
- Communicating this policy to parents when their child joins the school and via the school website
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly

Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate

Early Help

If staff members have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board. Early Help also refers to the completion of a CAF and the accessing of in-school support such as the School Counsellor, BBBS etc... If anyone other than the designated safeguarding lead makes the referral, they should inform the designated safeguarding lead as soon as possible. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. Staff should follow up on a referral should that information not be forthcoming.

If, after a referral, the child's situation does not appear to be improving, the designated safeguarding lead (or the person who made the referral) should press for reconsideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.

If early help is appropriate, the designated safeguarding lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If early help or other support is appropriate, the case should be kept under constant review and consideration given to a referral to children's social care if the child's situation does not appear to be improving.

If a teacher, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

Child in Immediate Danger

If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately.

If staff have concerns that CSC are not responding adequately to concerns then the BSCB escalation policy (draft July 2017) will be followed.

Review Procedures

1. Staff Training:

- The Designated Safeguarding Lead and deputies will undertake refresher training once every 2 years as a minimum with an annual update.
- All members of The Local Governing Body, staff and volunteers will undertake refresher training once every 3 years as a minimum.
- All new members of The Local Governing Body, staff and volunteers will also undertake induction training on safeguarding.
- All staff will have read and understood part 1 of KCSIE September 2018.

The Ravensbourne School staff training procedures will ensure that:

- All staff will be kept up to date on safeguarding issues, including annual training and will be able to identify concerns and understand protocol to protect and safeguard students. Appendix 1 Dealing with a disclosure of abuse.
- All staff are made fully aware of their responsibilities in reporting concerns regarding a colleague's behaviour. Appendix 2 Recognising signs of abuse.

2. Each term the Designated Safeguarding Lead will review all cases and evaluate how well the school managed the cases. The following procedure will be used as a guideline:

- Were the "Keeping Children Safe in Education" guidelines followed?
- Were the records produced appropriate?
- Did the external agencies respond appropriately?
- How was the involvement of family members dealt with?
- Was the case well managed 'by the school', are improvements needed?

3. All staff have access to the Safeguarding policy and all new staff are given a copy as part of their induction training.
4. The Advisory Body will receive regular reports about all child protection/safeguarding matters ie: numbers of CP referrals and allegations against staff.
5. The Designated Safeguarding Lead will take part in regular de-briefing sessions through line management.

Legislative Protocol

1. Allegations against staff:

- We understand that a student may make an allegation against a member of staff. If such an allegation is made the member of staff receiving disclosure will:
 - Take the allegation seriously
 - Inform the Headteacher immediately
 - Accurately record what they have been told/observed and respect confidentiality
- The Headteacher will discuss the allegation with the L.A. Designated Officer (Lead Officer for Education Safeguarding - LADO)
- If the allegation is made against the Headteacher it must be made to the Chair of the Local Governing Body
- The school will refer to the following documents in relation to managing the allegation:
 - London and Bromley's Safeguarding Children Board Protocol
 - Safeguarding Children-Safer Recruitment in Education
 - London Child Protection Procedures
 - Keeping Children Safe in Education

2. Safer Recruitment

- The Ravensbourne School will implement their responsibilities for safer recruitment as recommended in updated Safeguarding Children and Safer Recruitment legislation.
- The Headteacher will complete the NCSL Safer Recruitment training.
- All SLT will complete the Safer Recruitment training.
- All staff offered positions within the school have offers made subject to an enhanced DBS check
- Enhanced DBS checks are renewed for all staff every 3 years.

CHILD PROTECTION REFERRALS

CHILD PROTECTION REFERRALS WILL ONLY BE MADE BY THE DESIGNATED CHILD PROTECTION/SAFEGUARDING OFFICER OR A NOMINATED DEPUTY

All members of staff and volunteers at The Ravensbourne School are expected to be vigilant and look out for:

- Sudden changes in student behaviour
- Students becoming withdrawn
- Unexplained bruising/injury
- Reluctance to leave the classroom because "something" needs to be discussed
- Conversation in which a student reveals information of a worrying nature.

Any member of staff who has reason to be concerned should always act in the best interest of the student and inform the Designated Safeguarding Lead of their concerns, any signs of abuse, and details of the student's disclosure, and any anxieties about the family.

The Designated Safeguarding Lead will contact the agencies below. In a circumstance where neither the Designated Safeguarding Lead, the Headteacher nor a line manager is available, staff can also contact these agencies.

MASH TEAM (Bromley)
mash@bromley.gov.uk
0208461 7373/7379/7026

Bromley Social Out of Hours
02084644848

MASH TEAM (Lewisham)
MASHagency@lewisham.gov.uk
02083149181

MASH TEAM (Croydon)
childreferrals@croydon.gov.uk
02082552888

The duty social worker will be contacted if the Designated Safeguarding Lead is unsure about whether or not a referral should be made.

All referrals should be submitted using the appropriate referral forms. In cases of serious and urgent concerns about a student's welfare the referral can be made over the telephone and followed up in writing within 72 hours.

Parents/guardians should always be informed that the referral has been made unless it is agreed that by doing so will put the student at risk from harm.

The school continues to work with Bianca Hart the Education Safeguarding Senior Practitioner representing the Quality Improvement Service at Bromley Children's Social Care bianca.hart@bromley.gov.uk

The Safeguarding team at TRS are aware that when making referrals to Social Services we must:

- Ensure all referrals are responded to
- Re-refer and/or contact the Designated Head of Service if the school does not consider the response to be adequate
- Use external agencies to support referrals that do not meet the threshold

Early Help

The Ravensbourne School uses the CAF as an assessment tool to facilitate early intervention and co-operation between agencies to improve outcomes for students.

This might be because:

- We are concerned about a student's health and general wellbeing
- We are concerned about their appearance
- A student has poor attendance
- We are concerned about a student's behaviour
- A student's parent/guardian has asked for support
- We need the input of external professionals to help us identify the needs of a student.

The Ravensbourne School will use the CAF as a means of referral to Children Social Care except in the most urgent situations.

Child Protection Case Conferences

It would be usual for the Designated Lead to attend conference. If invited, staff will be given priority to attend. A full report is produced and sent on 5 days prior to the conference as required by the BSCB, assuming TRS staff are informed in good time.

The Designated Safeguarding Lead can be contacted via x8580, and Nancy Eames on 8564.

<p>The local services contact number is: 0208 464 3333</p>
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