

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY  
Service Compassion Justice Perseverance



## **SAFEGUARDING AND CHILD PROTECTION POLICY**

APPROVED: November 2017  
DATE TO BE REVIEWED: November 2018

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Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God. seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school Bible verse from St Paul's first letter to the Corinthians.

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.* *1 Corinthians 13:4-8*

### **SAFEGUARDING AND CHILD PROTECTION**

St Martin in- the- Fields High School (St Martin's) is committed to providing a secure environment for pupils, where children feel safe and are kept safe. All adults at St Martin's recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children. In adhering to this policy, and the procedures therein, staff and visitors will promote a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others and will contribute to St Martin's delivery of the outcomes to all children, as set out in s10 (2) of the Children Act 2004. This Child Protection Policy is one element in our whole school arrangements to safeguard and promote the welfare of children in line with our statutory duties set out at s175 of the Education Act 2002.

Our school's Child Protection Policy also draws upon the guidance contained in the Working Together, 2015, the London Child Protection Procedures and DfE Guidance Keeping Children Safe in Education, 2016. These documents are kept in the office of the Designated Safeguarding Lead (DSL).

We recognise that safeguarding is more than contribution to Child Protection matters and we will use the curriculum generally, and PSHCE in particular, to ensure our pupils recognise risk and build resilience to manage any such risk themselves where appropriate. Students will be encouraged to make use of internal systems to whistle blow or raise any issue of safety in confidence. We also recognise and accept that children have a right to be heard and will additionally facilitate this by ensuring that pupils are able to speak to a significant adult and where applicable we will review and modify our policies accordingly. Additionally we will work in partnership with parents and carers and will encourage parents to comment on and contribute to the evolution of our policies.

In liaising with parents and carers we will ensure that they are reminded that St Martin's has a duty to report concerns that we may have over the safety or well-being of a pupil as part of our statutory duties to protect children from significant harm and/or neglect. Parents and carers will also be

reminded that, where appropriate, any referral will be discussed with parents and carers before the referral is made, however parents and carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm. In any event parents and carers will be reminded that all referrals are made in the best interest of the child.

Where a student is subject to a Child Protection Plan the Designated Safeguarding Lead (DSL) will monitor the pupil and the plan and ensure that the recommendations for St Martin's School as part of the Child Protection Plan are delivered upon.

The Head teacher will also ensure that a member of teaching staff is appointed as a Designated Teacher for Children Looked After (DTCLA). This person will promote the educational achievement of our CLA Children and will also contribute to the 'in care reviews' and/or meetings regarding CLA children and to the child's Personal Education Plan (PEP).

In delivering our responsibilities as set out in this policy St Martin's School will develop effective links with relevant agencies and co-operate with their child protection enquiries as appropriate, this will include attendance at Child Protection Conferences and Reviews, Core Group Meetings, and CLA Reviews as necessary. Where staff other than the DSL attend any of the aforementioned meetings St Martin's School will ensure that they are properly trained to do so and by attending such meetings they will have been given the appropriate authority to make decisions and commit resources on behalf of the school.

Following such meetings we will ensure that all relevant information is co-ordinated and shared as appropriate.

## **Child Protection**

All staff at St Martin's must recognise and accept that children have a fundamental right to be protected from harm. In upholding this fundamental right we recognise that there are four definitions of child abuse, including neglect, as defined in Chapter 4 of the London Child Protection Procedures and as précised in this policy, which should be consulted as a reference document for full details of the definitions and recognition & response.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

### Physical Abuse

*May include:* Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child (now known as Fabrication or Induced Illness FII).

*May be recognised by:* Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury. Other indicators of physical abuse may include flinching or cowering and accounts of how injuries have happened may be vague to inconsistent or are unexplained. Children may wear inappropriate clothing to cover marks or injuries and/or may be reluctant to go home.

It is not uncommon for children to have accidental bruises but bruising on the face, around the eyes, around the mouth, behind the ears or consistent with a grab or which have the shape of an object (e.g. brush, slipper, belt, hand etc.) must be considered as possible indicators of harm as should multiple or repeated bruising to an area such as the head or an area unlikely to be bruised accidentally.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury: this is the role of child protection and investigating agencies. However it is acceptable for a member of staff to draw a body map if the child feels comfortable with showing the injury.

### Emotional Abuse

*May Include:* the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

### Sexual Abuse

*May Include:* Involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or encouraging children to behave in sexually inappropriate ways.

*May be recognised by:* Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports / PE etc., pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self-esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that children are frequently scared to disclose due to guilt or fear and often children have taken great courage to disclose – therefore it is important not to minimise or give your own view or interpretation of their account.

All staff must be aware that a child under the age of 13 years is not legally capable of consenting to sexual activity and so sexual activity with a child under 13 is an offence under the Sexual Offences Act. Such activity will be taken to indicate that that child/ren are at risk of significant harm and must be referred accordingly in line with the agreed procedures as set out in the London Child Protection Procedures. Sexual activity with a child under 16 is also an offence but may possibly be less serious than that of a child under 13, especially where children are of a similar age and there is no power imbalance, coercion, or disinhibiter such as alcohol or drugs involved. However serious consideration will always need to be given as to whether to refer where cases of sexually active children become known or are disclosed; as per the London Child Protection Procedures. In all cases you must discuss your concerns or share your knowledge with our Designated Safeguarding Lead for consideration of a referral to Social Care.

In light of the above all staff must recognise that sexual abuse of children is not an exclusively male practice and may be perpetrated by females but also by other children; such abuse must not be treated with any less rigour in such cases.

### Neglect

*May include:* 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 (growth and intellect) such as failing to provide adequate food, shelter (including keeping children safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

*May be recognised by:* Being constantly hungry; constantly tired; having a poor state of clothing; being emaciated; having untreated medical problems; being frequently late or having poor or non-attendance at school; having low self-esteem; displaying neurotic behaviour and/or having poor social relationships, having poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adults under the influence of alcohol or drug misuse, or be left home alone<sup>2</sup>.

<sup>2</sup> *Whilst there is no set age in law for a child to be legally left home alone the responsibility rests with the parents to make satisfactory arrangements for the care of their children and must not leave their children unsupervised "in a manner likely to cause un-necessary suffering or injury to health of the child". A referral will be made to Social Care where our school has concerns that the arrangements that a parent makes are unsafe and thus render the child/ren at risk of significant harm; this may include independent travel arrangements and collection / escorting arrangements by others, including siblings, that the school considers unsafe.*

### **Child on Child Abuse**

We often consider that most abuse is perpetrated by adults on children and we have a legal duty to uphold a child's fundamental right to be protected from harm, however we must also be aware that children can and do abuse other children in the ways outlined above and the child's right to be protected from harm applies equally in such cases. To this end we must be alert to this possibility and respond as we would if the abuser was an adult; following the procedures laid down in Chapter 16 of the London Child Protection Procedures (5<sup>th</sup> Edition).

It must be remembered that staff responding to such instances should be alert to the risk the child poses to other children in addition to the risk to the victim(s). It must also be remembered that children who harm others are likely to have considerable needs themselves and may have witnessed violence in the family or have been exposed to physical or sexual harm themselves, or may have committed other offences.

## Bullying

Bullying is a specific form of abuse which may be prevalent in schools and is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves. This may also be seen as child on child abuse as noted above.

The extent of bullying can include emotional and / or physical harm to such a degree that it constitutes significant harm due to the extent to which it affects the health or development of the child subject to the bullying behaviour. Bullying may also be within digital or ICT based environments, sometimes known as 'cyber-bullying' and may include 'Sexting', which must be treated as seriously as any other form of bullying and dealt with accordingly.

It must be noted that bullying may also constitute criminal behaviour and therefore certain instances of bullying may need to be reported to the police.

Please refer to our separate Anti-Bullying Policy and Acceptable Use of Digital Technologies Policy for further information.

## **Domestic Violence**

We recognise that Domestic Violence (DV) usually impacts on all aspects of a child's life only varying according to the child's resilience or otherwise to his or her particular circumstances. We also recognise that even where the child is not the direct target of the DV the harm caused to the child/ren can be significant through emotional and physical abuse and often neglect as the victim's capacity to parent effectively and protect their child/ren is diminished through a preoccupation with their own survival at the expense of an awareness of the effect that the abusive relationship is having on their child/ren.

At St Martin's School we will be alert to the possibility of Domestic Violence and allow an opportunity for the abused partner (predominantly the woman but not exclusively so) to disclose. We will treat that disclosure sensitively and refer the matter to Social Care where there is a child or children at risk of significant harm and/or neglect.

We also recognise that other practices are defined as Domestic Violence, such as so called Honour Based Violence, Forced Marriage and Female Genital Mutilation. The definition of Domestic Violence, revised in 2013, also includes any pattern of controlling or coercive or threatening behaviour, (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality.

## **Forced Marriage**

In St Martin's School we recognise forced marriage as an abuse of human rights and a form of domestic abuse and, where it affects children and young people, child abuse.

Forced marriage, as distinct from arranged marriage, is conducted without consent and under duress. We therefore accept that coercion and duress may be perpetrated by partners but also by extended family members and that this constitutes Domestic Violence, in line with the Government's definition of domestic violence and is closely linked to so-called Honour Based Violence.

In cases of forced marriage we will follow the guidance as set out in the London Child Protection Procedures as a child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. If any member of staff receives a disclosure or is aware that a Forced Marriage is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

## **Female Genital Mutilation**

It is accepted that some female pupils in our school may be at risk of being subject to Female Genital Mutilation (FGM). FGM is defined by the World Health Organisation as: all procedures, but not therapeutic or essential surgical operations, which involve partial or total removal of the external female genitalia or injury to female genital organs for non-therapeutic reasons. FGM is considered as a cultural norm by some communities and some also consider FGM necessary for religious reasons.

We will always challenge such abusive cultural norms as the welfare and safety of the child is always paramount; equally we also recognise that FGM is not endorsed as a religious practice.

In any event it is illegal in the UK to subject any child to FGM or to take a child abroad to undergo FGM. St Martin's School will follow the procedures for dealing with cases of FGM as set out in the London Child Protection Procedures.

From a Child Protection perspective a child for whom FGM is planned is at risk of significant harm through physical and emotional abuse. It may also be considered as sexual abuse.

Typical identifiers are:

- Family comes from a community known to practice FGM
- Family / child talks about a long holiday
- Family / child may ask to be excused PE / swimming on return
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a mother that has been subject to FGM
- Female child is known to have a sister that has already undergone FGM

Equally the child may be aware of what is going to happen and make disclosure or seek help.

If any member of staff receives a disclosure or is aware that FGM is about to happen this must be disclosed to the Designated Senior Lead Person for Child Protection without delay so that the appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

## **Extremism and Radicalisation**

Please refer to our Extremism and Radicalisation Safeguarding Policy for the full procedural framework on our safeguarding duties in protecting our students from extremism and radicalisation.

We will help support students who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a student is being directly influenced by extremist materials or influences. In such instances our school will ensure that the pupil is offered mentoring and will seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

However, staff at St Martin's School will be alert to the fact that whilst Extremism and Radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; this could be due to a child displaying risky behaviours in terms of the activities they are involved in or the groups they are associated with. Equally staff may become aware of information about a child's family that may equally place a child at risk of harm or

a pupil may disclose that they are being exposed to extremist views or practices at home or in their community. (These examples are for illustration and are not definitive or exhaustive.)

Therefore all adults working in St Martin's School (including visiting staff, volunteers, contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headteacher, including any harm believed to be through extremism or radicalisation.

### **Responsibility and Immediate Action**

All adults working at St. Martin's (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Senior Teacher with responsibility for child protection.

**The Designated Safeguarding Lead is: Ms. S. Poole**

**The Deputy Designated Safeguarding Lead is: Ms D. Baird**

**The Designated Teacher for Children Looked After is: Ms. S. Poole**

**The Deputy Designated Teacher for Children Looked After is: Ms D. Baird**

Where a disclosure is made by a child or where there are signs that a child is suffering significant harm or is likely to suffer significant harm or is being neglected the Designated Safeguarding Lead may take advice before making a referral to Lambeth's Referral and Assessment (R&A) Duty Intake Team / Multi Agency Service Hub (MASH).

Where there are any doubts as to the seriousness of this concern or disagreement between the Designated Safeguarding Lead and the member of staff reporting the concern, advice will be sought from the Headteacher and/or Lambeth CYPS Duty Team and/or the Local Authority Designated Lead Officer for Education (Graham Griffin) or his deputy.

In circumstances where a child has a suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency assistance. If a pupil is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent police intervention will be requested. Particular vigilance will be exercised in respect of children who are subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Social Care (and confirmed in writing). This will also be the case for other children who may be considered vulnerable such as disabled children, SEN children or Children Looked After, for example. In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with Social Care R&A Duty. However, no significant decisions regarding the child can be authorised by staff at the school unless the parent or carer with parental responsibility has given consent.

All staff must understand that there are no circumstances under which a member of staff may promise a child that they will keep any disclosure a secret or confidential – they must always pass this information on in the best interest of the child.

## **Role of the Designated Safeguarding Lead**

The Designated Safeguarding Lead works in line with the responsibilities as set out at Annex B of the DfE Guidance outlined above in respect of referrals, training and awareness raising. The Designated Safeguarding Lead is the focus person and local 'expert' for school staff, and others, who have concerns about an individual child's safety or well-being and is the first point of contact for external agencies that are pursuing C.P. investigations. The Designated Safeguarding Lead also co-ordinates the school's representation at C.P. conferences and the submission of written reports for conferences (a meeting of all relevant agencies). When an individual concern/incident is brought to the attention of the Designated Safeguarding Lead she will be responsible, if appropriate, for obtaining advice from Lambeth Lead Safeguarding Manager for Child Protection and/or consulting with Social Care as appropriate to decide whether or not this should be formally referred as a child protection case.

The Designated Safeguarding Lead will ensure that all child protection records are kept separately from pupil records and are stored securely, by encryption and/or password protecting electronic files or ensuring that paper records are secured in a locked cabinet with restricted access.

The Designated Safeguarding Lead will have oversight of the delivery of school recommendations within Child Protection Plans and will disseminate information to relevant staff members as appropriate. The Designated Safeguarding Lead will keep the Headteacher, and Governing Body advised of all such matters including where Child Protection Plan recommendations are met or otherwise.

## **Role of Governing Body**

In line with the provisions set out in the DfE guidance 'Keeping Children Safe in Education, 2014' the Governing Body will challenge the school's senior leadership team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy.

In doing so neither the Governing Body or individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions in dealing with an allegation of abuse against the Headteacher. In cases of allegations against the Headteacher it will be the Chair of Governors as the Child Protection governor, who will carry out this statutory function: please see our 'Allegations Against Staff Policy'.

At St Martin's we also have a governor responsible for championing child protection and safeguarding issues within the school and on the Governing Body. Please note this is not the role outlined in the above paragraph. This governor will liaise with the Headteacher on child protection and safeguarding matters and may submit reports to the Governing Body.

## **Training**

Whole school in-service training will be organised for staff and governors at least every three years and will comply with the prevailing arrangements agreed by the Local Authority and Lambeth's Safeguarding Children Board and will be in line with the training groups outlined in 'Working Together to Safeguard Children 2015'. The Designated Safeguarding Lead will attend Lambeth training courses as necessary and the appropriate inter-agency training organised by organisations

such as the Lambeth Safeguarding Children Board at least every two years. The Deputy Designated Safeguarding Lead will also be given the opportunity to attend these courses.

All staff will receive mandatory induction, as specified in Working Together 2015, which will include familiarisation with our Child Protection and Safeguarding arrangements, the procedures to be followed in cases of concern as set out in this policy document and the name of our Designated Safeguarding Lead. As set out in Keeping Children Safe in Education staff will also receive a copy of the Behaviour for Learning policy.

**All staff will also be issued with a copy of the 8-page summary of the Government guidance 'Keeping Children Safe in Education' and will sign to indicate that they have received it and have read the document.**

Supply and other temporary staff will also be given the documents outlined in the preceding paragraphs, and other relevant policies, on arrival, by Wai Lin Tang.

## **Recruitment**

The arrangements for recruiting all staff to our school will follow the DfE guidance for safer recruitment best practice in education settings, the prevailing staffing regulations, and guidance from the Disclosure & Barring Service (DBS). St. Martin's is a 'specified place' under the definition of Regulated Activity and therefore those that work in our school carry out work that is considered to be Regulated Activity. This means that all staff will be subject to stringent Safer Recruitment best practice including a range of conditions such as satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check to include a Children's Barred List check. Volunteers will be subject to an Enhanced DBS Check but without a Barred List Check as they will be suitably supervised in line with current Government guidance.

A single central record (SCR) will be kept of all vetting checks, which will also include verification of the member of staff's identity, which will be via photographic means (Driving Licence, Passport ID card etc.), also any relevant qualifications and permission to work in the UK for non-EU nationals. In St. Martin's School we will ensure that DBS checks are renewed every three years for all staff, and this will be a condition of service. This full renewal may be waived where the member of staff subscribes to the DBS Update Service and the status check is satisfactory and repeated three yearly.

All staff in Regulated Activity, including teaching and/support staff, must by law be checked against the DBS's Children's Barred List prior to their appointment as part of the vetting process, and a separate DBS Children's List check will be made where a DBS Check has been applied for but not returned by the start date for all staff working unsupervised in Regulated Activity. Our school will only use employment agencies that positively vet their supply staff and confirm in writing that DfE / DBS compliant checks have been carried out. Staff joining our school on a permanent or temporary basis will be informed of the CP policy and the school's Child Protection and Safeguarding arrangements as part of induction, as set out above.

Additionally we will also conduct a check of the DfE Prohibitions Order List for all teachers to verify they are not subject to a prohibition order or interim prohibition order or whether they have not attained qualified teacher status (QTS) or that they have had this status removed. Prohibition Orders relate to teacher misconduct cases which may or may not be related to safeguarding matters. Therefore the check of the DfE Prohibitions Order List is in addition to the check of the DBS Barred List.

The single central record (SCR) will include the status of these checks and date these checks were made and by whom.

**Our 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 we have a reason to believe the member of staff has committed one of a number of listed offences and as a result we have removed them from working in Regulated Activity. Such referrals to the DBS equally apply to paid or unpaid staff where we are the employer and also apply where we would have removed that person from Regulated Activity had that person not resigned from our employment.**

## **Volunteers**

In line with the guidance on safer recruitment from the DfE and the Disclosure & Barring Service (DBS), it is expected that all volunteers will be suitably supervised. Thus volunteers may be subject to an Enhanced DBS Check but without a check of the Children's barred list, as supervised activity does not fall under the definition of Regulated Activity.

Therefore all volunteers will work under the direct management of an established staff member, who is in Regulated Activity and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of our school.

St Martin's will provide volunteers with appropriate induction and volunteers will have a 'job description' pertaining to the volunteering role they are to perform.

The requirements resulting from the Safeguarding Vulnerable Groups Act 2006 equally apply to volunteers, therefore vetting checks will be carried out in line with the statutory duties set out in the Safeguarding Vulnerable Groups Act 2006, which will include complying with the legal requirement to ensure employees are registered with the Independent Safeguarding Authority, and not barred from working with children and young people, before commencing work at St. Martin's.

As noted above, all staff, including volunteers, will be inducted which will include the provision of school policies and procedures, this will include any temporary volunteering staff.

<sup>3</sup> *Regulated Activity is work that a barred person must not do. Work is only considered to be Regulated Activity where it is carried out unsupervised at least once per week or more often, or on four or more days in a thirty day period, or overnight.*

## **Physical Intervention and Safe Working Practice**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with students and their families. Children will be treated with respect and any rewards and sanctions should follow those detailed in our school's Positive Behaviour for Learning Policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. As noted in our Use of Reasonable Force Policy, force may be used to control or restrain children. Restraint or positive handling should only be used as a last resort. Where incidents occur that might otherwise be misconstrued or where it becomes necessary to physically restrain or use force to control a child this may be done so for the following reasons: for their own safety, the safety of others, to prevent a criminal act or to maintain good order and discipline. As per best practice advice such incidents will be recorded and reported to the Headteacher and may be reported to parents as appropriate as per best practice advice. Our Use of Reasonable Force procedures are in line with prevailing DfE Guidance on the Use of Reasonable Force. Refer to our separate policy on positive handling / restraint and the reasonable use of force.

For their own safety and protection, staff should exercise caution in situations where they are alone with students. If a teacher is alone with a student in a classroom the door should be left open wherever possible and, at all times, glass visibility panels in doors should be kept clear of obstruction so that there is oversight of the classroom from a communal area (e.g. a corridor).

School staff should also be alert to the possible risks that might arise from contact with students outside of school, including contact when using digital technologies which should be for school purposes only and through school equipment/numbers/digital addresses, not personal equipment / devices or personal numbers, email addresses or other such sites. It is expected that staff will always decline requests from student to be 'friends' on social networking sites. The Headteacher must always be made aware of any such contact or approach from students.

First Aid should only be administered by qualified first aiders and, if it is necessary for the child to remove clothing for this treatment, there should be wherever possible another adult present.

### **Complaints/Allegations made against Staff**

St Martin's takes seriously all allegations made against members of staff. Mechanisms are in place for students, parents/carers and staff to share any concerns that they might have about the actions of any member of our school staff. All such allegations will be dealt with in line with our 'Allegations Against Staff Policy' and must be brought immediately to the attention of the Headteacher, not the Designated Safeguarding Lead (unless that is the same person) in order that the appropriate procedures may be followed.

All allegations will be dealt with in line with Part 4 of 'Keeping Children Safe in Education'.

Parents should also be advised of their independent right to make a formal complaint to the Police.

If the allegation concerns alleged abuse by the Headteacher, this again should **not** be brought to the attention of the Designated Safeguarding Lead nor the nominated CP Champion Governor. Any allegation pertaining to the Headteacher **must only** be brought to the attention of the Chair of Governors who will consult with Lambeth's Education Services Lead Officer and/or Social Care.

Staff who are formally disciplined for any abuse of students (or who resign before disciplinary action can be instigated) will be notified to the Local Authority, if they are not already part of this process, and must be notified to the Disclosure and Barring Service, for their consideration of possible inclusion on their list of persons barred from working with children and young people.

Greater detail on the procedures for managing allegations against staff are to be found in our separate policy pertaining to this area as outlined above and the procedures set out in that policy should be followed in these circumstances.

### **Records**

Child Protection records are not available to pupils or parents due to the confidential nature of the content. Child Protection records are kept by the Designated Safeguarding Lead, separately from educational/student records, and can only be accessed by the Designated Safeguarding Lead or their Deputy, or the Headteacher. Other members of our school's Senior Management Team may have access to certain information on a need to know basis as appropriate.

Where a child moves from St Martin's School, any Child Protection records or files will be forwarded to any receiving school within five days of that new provision being confirmed. The CP file will be sent separately to the student file.

Upon receipt of any request regarding direct access to school documentation on any C.P. file, appropriate steps may be taken to adopt the procedure of not allowing such access without the order of a court.

### **Retention and Destruction**

Current timescales for the retention of Child Protection Records are D.o.B. +35 years after which they should be destroyed.

The general Pupil Records / Files are to be retained for D.o.B. +25 years after which they should be destroyed.

### **Policy Adoption, Monitoring and Review**

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education'.

Parents will be issued with a hard copy of this policy on request. This policy will also be made available to parents via the school website.

At St Martin's, the Headteacher will actively evaluate the effectiveness of this policy by monitoring the staff group's understanding and application of the procedures within this policy as part of their overall duty to safeguard children. This may include monitoring the appropriateness of cases referred internally to the Designated Senior Lead Person for Child Protection and whether those cases referred to Lambeth Social Care met their threshold and were taken forward.

Policy Adopted by Governors on: 16 March 2015

Policy Last Reviewed in November 2017

Policy Due for Review in November 2018

I can confirm that I have received and read this policy, the appendices and the 8-page summary of the Government guidance 'Keeping Children Safe in Education, 2016'.

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **APPENDIX 1**

## **ALLEGED/SUSPECTED ABUSE BY AN ADULT**

### **1.1 Physical Abuse**

- If a student comes to school and there is evidence of physical abuse, e.g. bruising or markings on the face and body, the teacher should either ask how she came to be marked or report this to The Designated Safeguarding Lead immediately.
- If after talking to the student it is evident that an adult or older sibling / resident in the home has caused these marks the teacher must immediately report it to the Designated Safeguarding Lead , who will then see the pupil and make the decision to refer to Social Care if necessary.
- If a pupil discloses physical abuse the student must be seen by the Designated Safeguarding Lead. Marks should be seen if possible prior to a referral to Social Services.
- If the injuries are serious or continual a referral should also be made to the Police Child Protection Team.
- This can include being injured during a domestic violence assault or witnessing or being threatened with violence during domestic violence.

### **1.2 Emotional Abuse**

- In the case of emotional abuse it is important that the student is observed over a period of time and that her behaviour patterns or changes in behaviour are noted.
- This should be discussed with the Designated Safeguarding Lead who will refer the case to Social Care if there seems to be even the slightest evidence of abuse.
- The decision to refer a child under CP procedures lies with the Designated Safeguarding Lead.

### **1.3 Sexual Abuse**

- If a student discloses sexual abuse including concern about Female Genital Mutilation having occurred or likely to occur, (see appendix 3), this must be immediately reported to the Designated Safeguarding Lead who will see the pupil.
- If after talking to the student it is evident that an adult has abused the pupil a referral will immediately be made to Social Care.
- If a student under 16 discloses that she has had sex this should also be referred to Social Services and the Police Child Protection Team.

### **1.4 Neglect**

- If a student comes to school persistently looking unkempt or dirty or is persistently tired or hungry and you feel the child's basic physical needs are not being met, this should be discussed with Key Stage Director / Year Co-ordinator / Tutor to establish if this is a change or an on-going pattern. If there is concern that this is as a result of neglect or the parent is currently unable to care properly for the child then the Designated Safeguarding Lead CPO must be informed and a referral will be made.

Children living in families where they are exposed to domestic violence have been shown to be at risk of behavioural, emotional, physical, cognitive functioning, attitudes and long term developmental problems.

There may be serious effects on children who witness violence. The effects may be either one of a combination of physical, sexual and emotional abuse and neglect. Effects can often result in behavioural issues, absenteeism, and ill health, and bullying, anti-social behaviour, drug and alcohol misuse, self-harm and psychosocial impacts. (Lambeth Safeguarding Children Board 2007)

There are many ways in which a child can be effected such as:

- Witnessing or hearing the events and possible outcomes (e.g. Police, hospital)
- Being drawn into events
- Being hurt after attempting to intervene
- Being unable / unwilling to invite friends home
- Having to move home or be put into care
- Not being cared for properly
- Lack of self-esteem, feeling guilty
- Relationship problems

These children are more likely to tell their friends of their situation.

### **KNOWLEDGE OF REFERRALS**

Knowledge of referrals will be on a "need to know" basis, it is expected that this would be:

- a) Designated Safeguarding Lead
- b) Headteacher
- c) Progress Leader
- d) Tutor.

While a decision is being made regarding a referral the Progress Leader / Tutor should be consulted if possible.

## APPENDIX 2

### DEALING WITH A DISCLOSURE

If it is disclosed to a member of staff that there has been abuse, then the member of staff must immediately report this to CPO, who will then talk to the pupil and make the necessary contact with Social Services. At this point, the member of staff's involvement ceases. Full details of what happened after would not be disclosed to the member of staff.

At the time of disclosure the following advice applies:

DO	DON'T
<ul style="list-style-type: none"><li>● Tell the child you have to refer the matter on and the information cannot be kept confidential.</li><li>● Offer the child a quiet place to talk.</li><li>● Remain calm.</li><li>● Listen to the child.</li><li>● Allow the child to freely recall and tell significant events.</li> <li>● Accept that even the most 'unlikely' parents or staff may harm children.</li><li>● Accept that the 'incredible' may be a reality.</li><li>● Reassure the child that s/he is not responsible.</li><li>● Ask 'open questions' in order to clarify essential details i.e. "Tell me how you got that bruise?" "What is it you wish to tell me?" (Where, why, when, how?)</li><li>● Make notes, record dates, times, setting, those present as well as what is said.</li><li>● Report to the Designated Safeguarding Lead.</li></ul>	<ul style="list-style-type: none"><li>● Give the slightest guarantee of confidentiality.</li> <li>● Make any suggestions.</li><li>● Ask leading questions i.e. "Did he push you against the wall?" "Did someone touch you?"</li></ul>

## **APPENDIX 3**

### **CATEGORIES FOR REFERRAL**

#### **1.1 Child in Need**

If a child is unable to achieve or maintain or have the opportunity to achieve or maintain a reasonable standard of health and development without the provision of services by the authority.

#### **1.2 At risk of significant harm**

Where a child is suffering or is likely to suffer significant harm. In making a decision the severity of the ill-treatment will be taken into account, including the extent of the physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, the degree of threat and coercion, sadism and bizarre or unusual elements of sexual abuse. The significant harm can be a result of a single traumatic incident or event or of a series of events.

## **APPENDIX 4**

### **FEMALE GENITAL MUTILATION**

- 1.1 Female Genital Mutilation (FGM) is defined as “all procedures that involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or non-therapeutic reasons”.
- 1.2 This can take place throughout childhood and is usually practiced in the country of origin but may also be practised in the UK.
- 1.3 Suspicions may arise in a number of ways – i.e. knowing the family belong to a community in which FGM is practiced, preparations are being made for the child to go on holiday, a long absence is being planned from school or the child talks about a “special procedure” taking place.
- 1.4 Prolonged absence from school with a noticeable change in behaviour on return.
- 1.5 Long periods away from school with bladder or menstrual problems.

## **APPENDIX 5**

### **FORCED MARRIAGE**

- 1.1 A Forced marriage is a marriage conducted without the full consent of both parties and where duress is a factor.
- 1.2 Forced marriage and other so called 'honour crimes' which include abduction and homicide now come under the definition of domestic violence.
- 1.3 If there are concerns that a child (male/female) is in danger of a forced marriage, local agencies and professionals should contact the forced marriage unit (020 7008 0230).
- 1.4 Young people at risk of a forced marriage may be experiencing emotional and or physical abuse at home.

## **APPENDIX 6**

### **SUSPECTED STUDENT PREGNANCY**

We will strive to help students make wise decisions regarding their sexual behaviour through our Sex education Policy.

If a student unfortunately becomes pregnant we will remember that we are dealing with two lives and try to support the pupil through this challenging period of her life and do all we can to ensure that she is able to complete her education.

1. If a member of staff suspects that a student is pregnant s/he should discuss this with the Year Director who will then talk to the Designated Safeguarding Lead.
2. The Designated Safeguarding Lead should discuss this with the Headteacher in order to plan the approach taken with the pupil and parent(s).
3. It is important that the pupil is spoken to by someone she trusts and her wishes should be considered before a parent is contacted.
4. The individual circumstances of the student must be taken into account when planning how best to discuss this with parent(s).
5. Whenever possible it is better to talk to parents face to face but if this is not possible or the pupil prefers, a phone call may be needed. If a message has to be left this should not indicate the nature of the concern in any way.
6. If a referral to Social services is needed normal procedures should be followed.
7. In all circumstances we will try to persuade the student to tell her parent(s) or allow us to tell the parent(s).
8. Finally the School will make referral to the SAMRO (School Age Mother Reintegration Officer) using a CAF form for further support. The SAMRO is responsible for ensuring continuity in education for all young women of statutory school age (16 and under) resident in Lambeth who are pregnant or mothers.

## **APPENDIX 7**

### **CHILD PROTECTION GUIDANCE FOR VISITING STAFF**

The following information is given to visitors on arrival at the school

#### **St Martin's Safeguarding Policy**

St Martin's School has a duty of care to all its pupils, and visitors, and operates its own Safeguarding (Child Protection) Policy (a copy of which is available on request from reception), in line with the requirements of government legislation. All visitors are legally required to comply with this policy, and to cooperate with its operation.

#### **Contact details**

##### **Designated Safeguarding Lead:**

Suzanne Poole (Deputy Head teacher): [spoole@stmartins.academy](mailto:spoole@stmartins.academy), 020 86839682 (extension 432)

##### **Deputy Designated Safeguarding Lead:**

Denise Baird (Designated Teacher for CLA): [dbaird@stmartins.academy](mailto:dbaird@stmartins.academy), 020 86745594 (extension 455)

***The following information provides a framework regarding appropriate behaviour that should be adopted by all adults when working with children, young people or vulnerable adults***

#### **Individual Responsibilities**

All persons should be aware of issues related to the protection of young persons and vulnerable adults. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

#### **You should**

Dress safely and appropriately for the tasks that you are required to undertake, and refrain from any behaviour that may bring the school or your activity into disrepute. Treat all persons with respect and dignity. Be open and honest if issues do arise; talk to a member of staff or a Designated Safeguarding Lead.

#### **You should not**

- Have inappropriate physical or verbal contact with any person under your care;
- Make suggestive/derogatory remarks or gestures;
- Jump to conclusions about others without checking facts, or exaggerate or trivialize abuse issues;
- Take a chance when common sense, policy, and practice suggest another more prudent approach;
- Ignore concerns if you hear them raised by a child or young person.

#### **Reporting: What to do**

If a person discloses to you abuse by someone else:

- Listen to them without interruption, accepting what is said, and avoiding asking leading questions;
- Advise the person that you must pass on the information;
- Let them know you are glad they have shared this information;
- Report the matter to the appropriate person, venue management or the School's Designated Safeguarding Lead. ***DO NOT investigate yourself.***

If you have any concerns about any person.

- Report the matter to the appropriate person, venue management or the Designated Safeguarding Lead. *DO NOT investigate yourself.*

If you receive an allegation about any person or about yourself:

- Report the matter to the appropriate person, venue management or the Designated Safeguarding Lead. *DO NOT investigate yourself.*

Try to ensure that no one is placed in a position that could cause further compromise. In all cases, you must:

- Make a record of all details as soon as possible, including time, date, location and the names of any others present;
- Report all the facts to the School's Designated Safeguarding Lead;
- Report concerns or allegations, *you must not investigate;*
- Not contact the subject of the allegation;
- Not promise confidentiality, as any information received may have to be contacted upon by other authorities.

## **APPENDIX 8**

### **MALE STAFF PROTECTION POLICY**

All male members of staff are reminded that as male staff in a girl's school they must be ever vigilant over protecting themselves from allegations relating to their actions or words or appearance.

Today's society provides a difficult climate for adolescent girls and it is essential that male staff recognise this, in order to protect both their reputations and their jobs.

Please read and take careful note of our Child Protection Policy.

#### **ACTIONS**

Male staff should never touch a pupil, even in an apparently harmless way: the action may be misconstrued, especially by an adolescent.

Male staff should never remain alone in a room with a pupil, with the door shut. Always sit across a desk from a pupil, never by her side. Although it is natural to trust pupils when you feel you know them well or have known them for a long time, professional reserve must be maintained at all times.

#### **WORDS**

Staff should avoid anything other than professional exchanges with the girls. Discussions about social lives and activities should not arise and on no account should any form of counselling be offered. If in any doubt, it is always good practice to share the content of conversations with an appropriate member of staff.

#### **APPEARANCE**

Please do not ever comment on how a pupil looks, her hairstyle or her make-up. If you see a pupil outside school, dressed up and looking more adult than when in uniform, please make no reference to the fact that you have seen her. If she raises the subject in school, change the subject by making some bland and harmless comment. Comments on their clothes etc. must be avoided at all costs. (Likewise, do not allow the girls to engage in personal remarks with regard to yourself e.g. a haircut,

new sweater etc. Simply point out that it is rude to make personal remarks.) Do not engage in personal remarks with regards to your own appearance.

#### **IN GENERAL**

- Never take a pupil alone in your car.
- Think ahead and avoid potentially awkward situations.
- Always be very matter of fact and calm: emotional responses will lead you into difficulties.
- If in any doubt about a situation a written account must be given to the Headteacher at the earliest opportunity.
- If you receive letters, cards or emails etc. from pupils, never mention it to the pupil but report it to your line manager immediately.

It is vital that you adopt this policy for your own protection. Please remember that all allegations must be followed up and are likely to lead to the suspension of the member of staff. This would inevitably be distressing for all involved and should be avoided at all costs.