



Title:	Safeguarding and Child Protection Policy
Type:	POLICY

Review Cycle Frequency:	1 year
-------------------------	--------

Lead Staff:	Headteacher, Head of Safeguarding
Support:	Deputy Designated Safeguarding Leads

VERSION CONTROL:

Version No	New document or reasons for revision	Agreed by	Date
1	Migration to new document version control system	Full Governing Body	September 2021

LINKED INTERNAL DOCUMENTS:

- Statement of Purpose
- School Improvement Plan
- Medication Policy
- Health & Safety Policy
- Touch, Physical Contact and Personal and Intimate Care Policy
- Safer Recruitment
- Preventing Extremism and Radicalisation Policy
- Missing Child Policy
- Behaviour Policy
- Charging & Remissions Policy
- Visitors Policy
- Complaints Policy
- Special Education Needs Information Report
- Data Protection Policy and GDPR
- Unexpected Death Policy
- Equality Statement
- Students returning to school after illness handbook
- Literacy statement
- Whistleblowing Policy

- Code of Conduct
- Social media Policy
- Pupil Attendance Policy

LINKED EXTERNAL DOCUMENTS:

- Keeping Children Safe in Education 2021
- Working Together to Safeguard Children 2018
- Intercollegiate Document 2019
- London Safeguarding Procedures www.londoncp.co.uk
- Education Act 2002
- The School Staffing (England) Regulations 2009
- Education (Independent School Standards) Regulations 2014
- The Children Act 1989 (and 2004 amendment)
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015
- Statutory guidance on FGM
- The Rehabilitation of Offenders Act 1974
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter Terrorism and Security Act 2015
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (referred to in this policy as the "2018 Childcare Disqualification Regulations") and Childcare Act 2006,
- This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact head@lindenlodge.wandsworth.sch.uk

Designated members of staff are:

Head of Safeguarding (DSL)

Sarah Norris

safeguarding@lindenlodge.wandsworth.sch.uk

Headteacher

Deborah Rix

head@lindenlodge.wandsworth.sch.uk

Head of School

Monika Gaweda

monika.gaweda@lindenlodge.wandsworth.sch.uk

Head of Care

Jhenni Izquierdo

headofresidential@lindenlodge.wandsworth.sch.uk

Deputy Head of Care

Danny Sinclair

dannys@lindenlodge.wandsworth.sch.uk

Head of Sixth Form

Magdalena Karpik

magdalena.karpik@lindenlodge.wandsworth.sch.uk

Clinical Lead

Senait Goitom

senait.goitom@lindenlodge.wandsworth.sch.uk

Deputy Headteacher

David Shaw

david.shaw@lindenlodge.wandsworth.sch.uk

Head of HR

Melissa Dunn

melissa.dunn@lindenlodge.wandsworth.sch.uk

Governor responsible for Safeguarding

Kieran Travers

Wandsworth IPOC

0208 871 6622 (OUT OF HOURS 020 8871 7401) ipoc@wandsworth.gov.uk

Wandsworth LADO

Chantel Langenhoven 020 8871 7440 LADO@richmondandwandsworth.gov.uk

Wandsworth Safeguarding Children Partnership (WSCP)

<https://wscp.org.uk/> Telephone: 020 8871 7401 Email: wscp@wandsworth.gov.uk

IMPORTANT NOTICE

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. All professionals should ensure that their approach is child centred: this means considering **at all times** what is in the **best interests of the child**

Staff members must raise any safeguarding concerns with the appropriate safeguarding lead without delay. Concerns must be logged.

If a staff member has serious concerns about immediate risk to a child or that a child has suffered significant harm and continues to be at risk, they should contact Wandsworth Initial Point of Contact (IPOC) immediately - wherever possible with the support of the designated safeguarding lead or a deputy lead. If a child is in immediate danger the police should also be contacted.

Staff members should ensure they are prepared for the referral with clear details of their concern and the child's name, dob, address and contact details for parents / carers.

A referral in urgent circumstances can be made to the Multi Agency safeguarding Hub (MASH) on the telephone but a completed Multi-Agency Referral Form (MARF) is required as soon as possible with key details included (even if additional background information is completed later) as s47 enquiries cannot be progressed with the police unless a referral has been received. The MARF can be accessed online at https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/make_a_referral_to_the_multi_agency_safeguarding_hub/

Referrals to MASH can be made by:

Telephone: 020 8871 6622

e-mail: MASH@wandsworth.gov.uk

The MASH is in operation Monday – Friday 9.00am to 5.00pm. At other times please contact the Out of Hours Duty Service on 020 8871 6000.

INTRODUCTION

The Multi-Academy Trust and staff of Linden Lodge School fully recognise the responsibilities and duty placed upon them to have arrangements to safeguard and promote the welfare of all pupils at the school. We recognise that all staff, including volunteers, have a full and active part to play in protecting pupils from harm.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical 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.

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 1 defines neglect in more detail.

Sharing of nudes and semi-nudes (also known as sexting or youth produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.

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

Linden Lodge School believes that every member of staff regardless of their professional background education and volunteers have a responsibility to keep pupils safe. The ethos of the school is based on working together to protect children, young people and vulnerable adults and therefore everyone has a responsibility to

identify and report concerns, ensure that information is shared so that pupils receive the most effective help and response.

This policy is in line with the London Child Protection Procedures (5th edition updated 31st March 2020), Working Together to Safeguard Children 2018, local guidance from the Wandsworth Partnership and Keeping Children Safe in Education (2021), the policy applies to all staff, parents, governors, volunteers, visitors and pupils.

Please note that due to the regulations and restrictions related to the COVID19 pandemic the school has added two addenda to this policy to reflect specific safeguarding measures in place. These will be kept under review as Government guidance is updated and amended when necessary.

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 or health conditions
- 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
- Are missing from education
- Whose parent/carer has expressed an intention to remove them from school to be home educated

Scope

The Children Acts 1989 and 2004 state that a child is anyone who has not yet reached their 18th birthday. When the policy uses the word "child" it is referring to children and young people up to 18 years. This policy also applies to our oldest pupils who are over 18 years old and remain "vulnerable adults".

Pupils in the school are resident in a wide number of Local Authorities each with their own Local Safeguarding Procedures. Where matters are referred to a pupil's Local Authority Safeguarding team these are usually made by the Designated Safeguarding Lead who also informs the Wandsworth team via IPOC. However any professional at any time can make a direct referral if they are not satisfied with the school's response.

Professionals working at Linden Lodge School are representative of a number of services and have their own professional guidance and regulations including OFSTED and Care Quality Commission. The policy aims to ensure that the school's procedures embody our belief that professionals work together to protect pupils' welfare.

Context

The pupils at Linden Lodge School are particularly vulnerable and there are a number of contextual factors which impact on our Safeguarding and Child Protection procedures and therefore all staff need to be particularly vigilant:

- The majority of pupils are visually-impaired and a significant number are also hearing-impaired
- Approximately 50% of pupils are non-verbal
- A significant number have complex multiple learning, medical and developmental needs
- Approximately half of the pupils are non-ambulant
- Linden Lodge is both a day and residential school
- The school employs a large number of adults and there is a high level of 1 : 1 support
- Significant numbers of pupils require medication to be administered during the school day.

As a consequence:

- We recognise that children with SEND may be especially vulnerable to abuse and expect staff to take extra care to interpret apparent signs of abuse or neglect.
- We will ensure assumptions are not made that indicators of abuse (such as behaviour, mood and injury) relate to the child's disability without further exploration

- We will provide a school environment in which all pupils can feel confident and able to discuss their concerns as far as possible.
- We will commit to information sharing and inter-agency working to promote the welfare of all pupils and staff.

Our Ethos

Our school promotes an ethos where pupils are enabled, nurtured and encouraged to reach their potential. This takes place within a caring, positive, safe and stimulating environment. Our approach is holistic and promotes the social, physical and emotional wellbeing of each individual pupil, taking a child-centred approach. Pupils' needs are met through multi-disciplinary teams working in partnership.

The school's values are:

- Positive
- Teamwork
- Professionalism
- Ambition
- Respect

In combination with significant vision and multi-sensory impairment many of the pupils have significant delays in expressive and receptive communication and a number who are non-verbal. A number of pupils use Sign Language.

We want pupils to feel safe and to be able to talk openly with a member of staff or identified listener if they are concerned. Pupils also have access to Childline information through adapted text and braille with messages available on switches signposting pupils to help.

All staff and volunteers receive training and induction on Safeguarding. We aim to provide a culture where staff can speak openly about their concerns and be clear on how to recognise and report these.

Our curriculum includes regular planned opportunities to develop pupils' communication, feeling of wellbeing and safety and independence and life skills.

Within the school multi-disciplinary working is fundamental to our approach and we respect the perspectives and knowledge that different agencies have and endeavour to create practices and policies which acknowledge these.

Project Tearose/Encompass is an information sharing agreement between the Metropolitan Police and Wandsworth Borough Schools. Our school has signed up to this agreement.

If police have responded to a domestic incident and there are children in the family, the officers working on project Tearose/Encompass will disclose this incident to the safeguarding and education lead in Wandsworth who will then e-mail the DSL

alerting us there is a notification. The school/DSL needs to contact local authority to receive the notification. The actual content of the information shared is kept to the minimum, i.e. outlining the offence, but without specific details.

Research shows that children who are involved or who have witnessed domestic abuse are more at risk of emotional harm and potentially physical harm. The information is shared in order to ensure the safety and wellbeing of the child, and so that support can be offered to the child if necessary. The school is part of the network available to support the family and child.

All staff are required to read this policy carefully and to be aware of their role in these processes. All new staff will have the opportunity to discuss safeguarding requirements and this policy during their induction process.

Aims

- To raise awareness of **all** school staff of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse
- To emphasise the need for good communication between all members of staff in matters relating to child protection
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
- To provide a systematic means of monitoring pupils known or thought to be at risk of significant harm or where there are ongoing concerns
- To work openly and in partnership with parents in relation to child protection concerns
- To support all pupils' development in ways that will foster security, confidence and independence
- To promote safe practice and challenge poor and unsafe practice
- To further develop and promote effective working relationships with other agencies involved with safeguarding and promoting the welfare of children
- To ensure that all adults working within our school have been checked as to their suitability to work with children, in line with current guidance
- To integrate opportunities into the curriculum for children to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the key stages
- To ensure that all vulnerable children, including those who need a social worker and those requiring mental health support are provided with appropriate help in school to ensure their needs are identified and responded to effectively.

- To take account of and inform policy in related areas, such as anti-bullying; online safety; discipline and behaviour; health and safety; missing children; child sexual exploitation; FGM; honour based violence; anti-radicalisation; positive handling and physical intervention procedures; procedures for dealing with allegations against staff and recruitment practice
- To comply with the core responsibilities expected of the school as a relevant agency to the multi-agency safeguarding arrangements in Wandsworth, as set out in the Wandsworth Safeguarding Children Partnership published arrangements
- Linden Lodge School is committed to the safeguarding of the children, young people, their families and staff. Our culture of Safeguarding embedded through everything we do. Our main priority is that all of the children in our care feel safe, secure and happy. All staff, governors, volunteers and visitors who come into regular contact with the children have all the relevant Safeguarding checks.

Definitions

- Child abuse is taken to refer to any child of under 18 years who, through the actions of adults (with a caring role for that child) or their failure to act, has suffered or is at risk of suffering significant harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by adults or another child or children
- Behaviours such as alcohol and substance misuse, truancy and sexting put children at risk or in danger and safeguarding issues can manifest themselves via peer-on-peer abuse, including cyber-bullying and gender-based violence / sexual assaults
- **Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Abuse is broadly divided into four categories: Neglect, Physical Injury, Sexual Abuse and Emotional Abuse. Brief definitions are given below. Guidance for recognising the indicators of possible abuse are attached as Appendix 3.
- **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. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care and treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

- **Sharing of nudes and semi-nudes** (also known as sexting or youth produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.
- **Children** includes everyone under the age of 18.
- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This situation is now known as illness fabricated or induced by carer (previously Munchausen Syndrome by Proxy).
- **Sexual abuse** involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g rape) or nonpenetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.
- **Emotional abuse** is the persistent ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child although it may occur alone.

It is important to recognise that many children will be living(or may have lived) in families where **Domestic Abuse** is a factor, and that these situation have a harmful impact on children emotionally, as well as placing them at risk of physical harm. The definition of Domestic Abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those **aged 16 or over** who are or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, and emotional harm.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual; or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and / or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim

may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact, it can also occur through the use of technology.

Child Criminal Exploitation (CCE) is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket, or to threaten other young people.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

FGM is illegal in the UK and there is a mandatory duty on schools to report cases of FGM to the police.

Honour Based Abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Children Who Go Missing from Home or Care are particularly vulnerable and may be at significant risk at times. The immediate risks associated with going missing include:

- No means of support or legitimate income – leading to high risk activities
- Involvement in criminal activities
- Victim of Abuse
- Victim of crime, for example through sexual assault and exploitation
- Alcohol/substance misuse
- Deterioration of physical and mental health
- Missing out on schooling and education
- Increased vulnerability

Longer-term risks include:

- Long-term drug dependency / alcohol dependency
- Crime
- Homelessness
- Disengagement from education
- Child sexual exploitation
- Poor physical and/or mental health.

Children Missing From Education: all children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability and aptitude and any special educational needs they may have. A child going missing from education, or not attending it regularly, is a potential indicator of abuse or neglect. We will follow the required procedures for unauthorised absence and for dealing with children who go missing from education, including appropriate notification to the Local Authority. We will also ensure staff are alert to the potential risks of poor or non attendance and cessation of attendance, including the signs to look out for and triggers to be aware of when considering the risks of potential concerns such as **travelling to war zones, FGM and forced marriage.**

Fabricated or Induced Illness Fabricated or Induced Illness (FII) is characterised by deliberately inducing symptoms in pupils by administering medication, substances or suffocation. This can also include interfering with treatments by exceeding the dosage, not administering or tampering with medical equipment, reporting symptoms

resulting in unnecessary medical tests, investigations and / or procedures in some cases leading to secondary problems. It can also include alleging psychological illness in a child.

Pupils at Linden Lodge are at increased risk due to their disabilities and existing medical profile. It is important that all staff receive training and can identify potential FII.

Prevent: all schools must have due regard to the need to prevent pupils from being drawn into extremism, terrorism or being radicalised. We will ensure that staff are provided with appropriate training and information to enable them to assess the risk of children being drawn into extremist ideas that are part of terrorist ideology and identify any child who may be at risk and how to support them. We will also ensure that children are safe from terrorist and extremist material when accessing the internet in school. Concerns will be discussed with the child's parents whenever possible and with the Local Authority Prevent co-ordinator and referrals made to the Channel programme when appropriate.

We understand our responsibilities as set out in the Prevent Duty and legislation and will ensure these are adhered to.

KEY PRINCIPLES

- We believe that all children have a right to be protected from harm and /or abuse
- We recognise that abuse and neglect are complex issues and rarely stand-alone events and therefore require a culture of vigilance, professional curiosity and respectful challenge and effective recording and monitoring systems
- We recognise that abuse occurs in all cultures, religions and social classes and that staff need to be sensitive to the many differing factors which need to be taken into account depending on the child's cultural and social background when dealing with CP and safeguarding issues. However we also recognise that the needs of the child are paramount and any concerns will be referred on appropriately whatever the family background of the child concerned.
- We recognise that because of the day to day contact with children school staff are extremely well placed to observe outward signs of abuse
- We recognise that a child who is abused or witnesses abuse or violence may find it difficult to develop and maintain a sense of self-worth, they may feel helpless and humiliated and may feel self-blame.
- We recognise that the school may provide the only stability in the lives of children who have been abused or are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived as normal to that which is overtly aggressive, disturbed or withdrawn.

- We know that it is important that children feel secure, are encouraged to talk and are sensitively listened to, and that children know that there are adults in school whom they can approach if they are worried or unhappy.
- We acknowledge that (although all designated / key staff have the skills and experience to respond to a variety of situations and issues) there may be occasions where it will be appropriate to consider whether specific or additional arrangements need to be put in place where an issue is particularly sensitive due to gender issues or cultural or faith issues. This ensures that in cases of sexual abuse in particular, a pupil can be spoken to by a same sex member of staff (who has received enhanced training) if this is felt to be appropriate.
- We adhere to the principles of working in partnership with those who hold parental responsibility for each child.
- The prime concern at all times must be the welfare and safety of the child. Where there is a conflict between the needs of the child and the parent/carer, the interests of the child must be paramount.
- The ethos of the school supports open practice, good communication and a safe culture in which children can thrive and learn.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and know that these concerns will be taken seriously by the leadership team and dealt with sensitively and appropriately
- All staff are aware of the relevant data protection principles (under DPA 2018 and the GDPR), but are also clear that where there is the need to safeguard or promote the welfare of a child, relevant and proportionate information must be shared.

PROCEDURE

Our school procedures are in line with those agreed by the Wandsworth Safeguarding Children Partnership (WSCP), the LA and the Secretary of State (see Appendix 1 for details of relevant procedural and guidance documents)

We will therefore ensure that:

- We have a designated member of staff who has received appropriate training and support for this role, in accordance with mandatory requirements.
- We have a minimum of one additional member of staff who will act in the absence of the designated member of staff and has also received appropriate training for this role.
- We will ensure designated staff attend training and receive relevant updates every year and all staff are provided with training at induction and thereafter on a regular basis including safeguarding briefings and updates at least annually

- Induction and refresher training for staff members will include the school's behaviour policy and procedures for children missing education as well as the staff code of conduct and this CP / safeguarding policy
- The roles of the designated safeguarding leads are explicit in their job descriptions
- Every member of staff, volunteer and governor knows the name of the designated safeguarding lead (DSL) and their role and what the back-up arrangements are if the DSL is unavailable.
- We will ensure that staff have access to a DSL at all times during the school day so that they can report concerns and seek advice / guidance if required
- All staff are familiar with the school's Safeguarding and Child Protection Policy as well as the staff code of conduct and that these issues are included in the induction for each new staff member
- All staff develop their understanding of signs and indicators of abuse and report any concerns to the designated lead but know that they can also refer direct to Children's Services (Social Services) if needed
- We will ensure that all staff are aware that it is important to identify any concerns about children at as early a stage as possible so that their needs can be identified and monitored and appropriate support put in place
- We recognise that there is a variety of expertise within the staff team and will provide opportunities for staff to contribute to and shape safeguarding arrangements and policy
- We are aware of risks to children online and will ensure children are safeguarded in school from potentially harmful and inappropriate online material through appropriate filtering and monitoring systems and educated in how to be as safe as possible online.
- When considering referrals to support agencies the school will act in accordance with WSCP Thresholds for Intervention guidance, which is consistent with the London-wide Continuum of Need thresholds
- All staff are aware that they should raise any concerns about colleagues or other adults with the DSL
- All staff know how to respond appropriately to a child who discloses abuse.
- All parents / carers are made aware of the responsibilities of staff members with regard to Child Protection procedures, (for example by including this information in the school prospectus, in information provided to all parents and on the website).

- We will request a minimum of three emergency contact numbers for each child as we acknowledge that this is a protective measure for children to enable swift contact with families when necessary
- We will refer any child believed to have suffered or to be likely to suffer significant harm to Children's Social care without delay, and will follow up any such referral in writing as quickly as possible (on the same day)
- We will ensure the immediate safety of any child felt to be at serious risk by taking appropriate action and by involving other relevant agencies as necessary
- We will carry out risk assessments where required and ensure any assessed risk is appropriately managed and key staff have been provided with the relevant information and with strategies to support safety and wellbeing of pupils and staff members
- We will develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at CP case conferences wherever possible and providing reports as a matter of course (attached as appendix 2). We will contribute to multi – agency assessments of children's needs where appropriate and work in a fully integrated way with other relevant services as appropriate.
- If a child's situation does not appear to be improving, the school will take responsibility for finding out what is happening and keep pressing for action to be taken
- Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, separate from the main pupil file, and in locked locations as well as securely on MyConcerns a computerised system.
- All concerns, discussions and decisions made and the reasons for those decisions are recorded in writing.
- All staff members are made aware of the record keeping requirements and how they are expected to record any safeguarding concerns.
- The child's social worker is notified of any pupil subject to a Child Protection Plan who is absent from school without explanation for more than 2 days
- Any new concern or relevant information about a child subject to a Child Protection Plan will be passed to the child's allocated social worker without delay
- If a child subject to a Child Protection Plan leaves the school, records will be transferred to the new school without delay and in a secure manner which ensures acknowledgement of receipt of the information. The child's social

worker will also be informed of the change (additional information about recording, transfer and retention of records is in App 11)

- If school staff are unsure how to proceed in a potential Child Protection situation, or require advice, this will be appropriately sought via the Education Safeguarding Officer, a duty manager in IPOC / MASH or directly from the Safeguarding Standards Service. (useful numbers listed in Appendix 13)

EARLY INTERVENTION AND HELP

- All staff recognise that when a child or family may be experiencing difficulties, support is most effective if it is provided at as early a stage as possible
- This involves identifying emerging problems; liaising with the designated lead or other relevant colleagues; sharing information with other professionals to support early identification and acting as lead professional in undertaking an Early Help Assessment (EHA)
- Any concerns will be identified by staff, discussed with relevant colleagues and parents and support put in place. Effective monitoring systems will be used to assess the effectiveness of interventions and outcomes.
- **Any** child may benefit from Early Help but school staff will be particularly alert to the potential need for support for any pupil who
 - Is disabled and has specific additional needs;
 - Has special educational needs (whether or not they have a statutory education, health and care plan);
 - Is a young carer;
 - Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
 - Is frequently missing/goes missing from care or from home;
 - Is misusing drugs or alcohol themselves;
 - Is at risk of modern slavery, trafficking or exploitation;
 - Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
 - Has returned home to their family from care;
 - Is showing early signs of abuse and/or neglect;
 - Is at risk of being radicalised or exploited;
 - Is a privately fostered child.

- If appropriate support is not available within school's own resources, an Early Help Assessment will be completed to identify the child's needs and enable additional support to be sought from other agencies
- A Team Around the Child will be established where appropriate and a Lead Professional identified
- If Early Help is in place the situation will be kept under constant review and consideration given to additional referrals (e.g. to social care) if the child's situation does not appear to be improving
- Early Help Assessments will follow the Signs of Safety and Wellbeing model

CURRICULUM INPUT and ONLINE SAFETY

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this, our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Protect and educate the whole school community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Set clear guidelines for the use of mobile phones for the whole school community
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

We ensure that children are taught about safeguarding, including how to keep themselves safe online, through teaching and learning opportunities within our curriculum. We will ensure that the curriculum includes input about safe relationships and personal resilience, sexual education and health education and is in line with legislative changes which came into force September 2021.

In planning curriculum input in relation to online safety we will ensure materials are differentiated to take account of the different ages, levels of understanding and vulnerabilities of our pupils so that all pupils are enabled to access this input effectively.

We acknowledge that as well as providing a variety of positive opportunities, the use of technology has become a significant component of many safeguarding issues, and can provide the platform that facilitates exploitation of children and young people. The breadth of issues classified within online safety is considerable but can be categorised into three areas of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

There is a separate E-safety Policy which is posted on the school website and a physical copy is available on request.

CONTEXTUAL SAFEGUARDING

- We understand that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college or within.
- All staff, but especially the designated safeguarding lead (or deputy), understand these extra familial issues and will ensure that the context within which such incidents and/or behaviours occur is considered, including whether the child is at risk of abuse or exploitation in situations outside their families.
- This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors and influences are present in a child's life that are a threat or pose a risk to their safety and/or welfare.
- We understand that extra-familial harms take a variety of forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence
- The school will contribute to the assessments and mapping processes, taking these extra familial risks into account and sharing relevant information with social workers and other professionals in order to enable all such factors to be taken into account when risk to children is being assessed.
- This will allow any assessment to consider all the available evidence and the full context of any abuse

LOOKED AFTER CHILDREN, CARE LEAVERS and OTHER CHILDREN LIVING AWAY FROM HOME

- The school will ensure there is a designated teacher whose role is to promote the educational achievement of children who are looked after, and that the identified person has received appropriate training as defined in the Children and Young Persons Act 2008.
- We will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her, as well as the details of the child's social worker and the virtual school head in the LA.
- School will work with the virtual school head to discuss how the pupil premium plus funding can be best used to support the progress of Looked After Children in the school.
- The school recognises that children who were previously Looked After; Care Leavers and other children living away from home are also additionally vulnerable and may continue to require support at a higher level

MENTAL HEALTH AND BEHAVIOUR

- In order to help our pupils succeed, we recognise that the school plays an important role in supporting them to be resilient and mentally healthy
- We will ensure that pupils and their families are enabled to participate as fully as possible in decisions and are provided with information and support
- We recognise that some children are more at risk of developing mental health problems than others. These risks can relate to the child, their family or to community and life events, and may include children who have experienced abuse
- Risk factors are cumulative, and children exposed to multiple risks are more likely to develop behavioural or mental health problems
- Where severe problems occur we will ensure that appropriate referrals are made (with consent) to specialist services (e.g. CAMHS)

- If we have a mental health concern about a child that is also a safeguarding concern, immediate action will be taken in line with our policy

The school has a Therapeutic Team who use interventions based on the Therapeutic Use of the Arts. Pupils are seen individually or in groups. All staff can make referrals to the CTA Team. The team meet monthly with the Safeguarding Team to discuss their input with children and young people and recommendations for wider school practice.

COMMUNICATION WITH PARENTS / CARERS

- We will ensure that all parents are informed that the school has a child protection / safeguarding policy and is required to follow WSCP guidelines and other statutory documents in respect of reporting suspected abuse to Children's Social Care.
- Pupils and parents will be made aware of how the school's safeguarding system works and with whom they can discuss any concerns.
- Information will also be made available about any local and national telephone helplines.
- In individual cases, parents will be notified of the schools' concerns at the earliest appropriate opportunity.

CONFIDENTIALITY

- We recognise that matters related to Child Protection are of a confidential nature. The designated member of staff and / or Headteacher will therefore share detailed information about a pupil with other staff members on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with the designated lead and with other relevant agencies where necessary to safeguard and promote the welfare of children.
- All staff must be aware that they cannot promise a child that they will keep certain information secret.

Voice of the Child/Vulnerable adult

- It is important that where possible pupils are enabled to give their perspective and to be enabled through whatever communication mode might be appropriate to do so

- All pupils on an ongoing basis should be encouraged to talk as openly as possible and to have opportunities to share feelings and perspectives
- All pupils need access to an appropriate PSHE and RSE curriculum which promotes greater understanding of how to stay safe and what this means

Support for Staff

- We recognise that staff working in the School who have been dealing with child protection issues may find the situation stressful or upsetting
- We will ensure that opportunities are provided for staff to be supported in these circumstances and to talk through any anxieties they may have
- We will ensure that formal supervision is provided for staff working in Early Years and foundation stage as required
- We will consider what arrangements can be made to provide supervision for designated leads and any other staff members as appropriate
- At any time staff can request confidential safeguarding supervision to any member of the Linden Lodge Safeguarding Team.

Allegations against staff, governors, volunteers and contractors

- We recognise that there will be occasions when a pupil at the school, or a parent or another person may make an allegation against a member of staff, volunteer, governor or contractor (including supply or agency staff or contracted staff). The term allegations refers to concerns reported or raised that might indicate a person has caused harm to a child, acted in a way that created potential serious risk to a child or would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity.
- The majority of allegations against staff and volunteers relate to their behaviour in the workplace. However some concerns may relate to their personal life or the care of their own children. In some cases there may have been an allegation of abuse against someone closely associated to them and this person may pose a risk of harm to the children the staff member or volunteer is responsible for.
- We expect any member of staff or volunteer who is concerned about the behaviour or presentation of a colleague, or sees an incident which concerns them, to discuss this as soon as possible with the DSL or Headteacher. If necessary the whistleblowing procedures can be used but an ethos should be encouraged which enables open discussion, and allows staff or volunteers to feel able to discuss any concerns without fear of reprisal.

- In this event the Headteacher (or Chair of Governors, if allegation is against the Head) must be informed and the Wandsworth Procedures for Managing Allegations against Staff followed. This will always involve a discussion with LA officers and a referral to the Local Authority Designated Officer (LADO) where appropriate within 24 hours of the concern / allegation becoming known.
- The criteria for making a referral to The LADO is that an individual may have:
 - behaved in a way that has, or may have, harmed a child;
 - possibly committed a criminal offence against or related to a child;
or
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children
- The LADO also offers a consultation service, which supports those investigating an allegation or concern and provides expert advice. Every consultation with the LADO is followed up in writing to reflect the advice and guidance given. This means the school will have a clear record of their correspondence with the LADO, which provides important evidence (for example if they are inspected by OFSTED). It also holds the LADO accountable for the advice given.
- All staff are expected to recognise the need for absolute confidentiality in these situations.

Safer Recruitment

- The school will ensure that it operates a safe recruitment policy to ensure that all those working in the school, in either a paid or unpaid capacity are suitable to do so as far as can be reasonably ascertained.
- Senior Leaders and any other staff involved in selection procedures will attend Safer Recruitment training
- Appropriate checks (i.e. enhanced DBS checks and checks against the barred list) will be carried out on all potential employees and all references will be taken up and verified.
- The school will carry out risk assessments for any volunteers to determine if they need to undertake an enhanced DBS check or barred list check.
- The school will ensure it is following the most recent guidance in respect of these issues, including taking account of the definition of regulated activity
- The school will ensure compliance with Section 3 of Keeping Children Safe in Education 2021 in relation to recruitment, recruitment checks, obtaining of references, s128 checks (where applicable) and information that must be included on the single central record (SCR)

- Interview panels will follow recommendations from the HR section in relation to practice. One member of each interview panel must have completed Safer Recruitment training
- At interview, candidates will be asked to account for any gaps in their employment history

Role of the Governing Body

- The Governors will ensure that they comply with their duties under legislation. They will ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times and take into account the procedures and practice of the WSCP and Keeping Children Safe in Education 2021
- The Governors will ensure that a member of the Governing Body (usually the Chair) has been nominated to liaise with the LA and/or partner agencies on issues of Child Protection and in the event of an allegation of abuse being made against the Headteacher or Principal
- The Governors will remedy any deficiencies or weaknesses in regard to Child Protection arrangements that are brought to its attention without delay

POSITIVE HANDLING and PHYSICAL INTERVENTION

- Our policy on positive handling and physical intervention by staff is set out in a separate document and acknowledges that staff should only use physical intervention in particular circumstances and as a last resort, and that even when necessary the minimum force should be used to prevent harm to the child or another child or adult.
- Positive handling training will be provided by a BILD and TeamTeach accredited trainer for all staff members to ensure best practice at all times.
- Risk assessments will be carried out where individual pupils have additional needs or challenges that mean there is an increased likelihood of physical interventions being required and individual plans will be developed and shared/agreed with the parents/ carers.
- These plans are intended to minimise the likelihood of challenging behaviour and that if and when it does occur there is less use of physical interventions and other restrictive methods
- Physical intervention which causes injury or severe distress to a child may have to be considered under child protection or disciplinary procedures. Any use of physical restraint is separately recorded and the de-brief is discussed at the weekly Safeguarding meeting.

Manual Handling Policy

The school has a Manual Handling policy with arrangements for the induction and ongoing training of all staff. It is mandatory that staff must follow the guidance and only engage in manual handling if they have received the appropriate training.

Education and health professionals work closely together to ensure best practice is maintained. The school has a designated member of staff who is responsible for training and monitoring.

SPECIFIC SAFEGUARDING ISSUES

- Up-to-date guidance and practical support on specific safeguarding issues will be sought where necessary
- The DSL will attend relevant training and cascade information, or where relevant organise additional briefings or training input for staff. to ensure that staff are aware of issues such as those listed below, understand the indicators and recognise the complexities of these issues for young people
 - Child Sexual Exploitation
 - Female Genital Mutilation
 - Radicalisation
 - Illness - Fabricated and Induced
 - Domestic Abuse
 - Violence in the name of Honour
 - Children missing education
 - Children and the court system
 - Children with family members in prison
 - County lines
 - Domestic abuse
 - Homelessness
 - Peer on peer abuse, including knife crime and serious youth violence
 - Sexual violence and sexual harassment, including 'upskirting'

ANTI - RADICALISATION

The school supports the Prevent Strategy, which works to prevent the growth of issues that create a climate which encourages radicalisation and extremism, which in turn can lead to acts of violence or terrorism.

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions.

Extremism is defined as the holding of extreme political or religious views which may deny rights to any group or individual.

All staff members are aware of these issues and relevant staff have attended training.

The school works within the curriculum to promote tolerance and respect for diverse views, while challenging prejudice of any kind. We are an inclusive school which values citizenship and a sense of belonging. Pupils are encouraged to share their views and recognise that they are entitled to have different beliefs, but that these should not be used to influence others.

As with all matters pertaining to the maintenance of a safeguarding culture within the school, staff are expected to be vigilant in identifying concerns and ensuring these are passed to the DSL without delay.

If any concerns arise, or are disclosed by a child, they will be responded to following normal safeguarding processes and advice would be sought from colleagues in LA (either Prevent co-ordinator or safeguarding services) if necessary.

PEER TO PEER ABUSE - CHILDREN WHO ABUSE OTHER CHILDREN

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils. We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

As a school we work to minimise the risk of peer on peer abuse and will investigate and deal with any allegations robustly. Where needed risk assessments will be carried out and strategies put in place to protect the child who has suffered abuse and to offer them support. Concerns raised will be treated seriously and followed up in a timely and sensitive fashion.

It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults.

Abusive behaviour can be displayed in a variety of ways and can consist of sexual abuse / activity; physical harm; emotional abuse and / or verbal abuse.

Children who abuse others should be held responsible for their abusive behaviour, whilst being identified and responded to in a way which meets their needs as well as protecting others.

In such incidences, the school will follow guidance issued in relation to children who abuse others and local procedures and make referrals to social care, CAMHS and / or police as appropriate. This guidance is attached as (Appendix 6)

Instances of sexual violence and sexual harassment will be taken seriously and responded to robustly. The school will adhere to guidance in section 5 of Keeping Children Safe in Education and follow procedures (as detailed in Appendix 7)

All staff will be made aware of indicators which may signal that children are at risk from, or involved in, serious violent crime. They will be provided training and information about the associated risks and the measures in place to manage these, in line with Home Office guidance "Preventing youth violence and gang involvement" and the OFSTED report "Safeguarding children and young people from knife crime" (as detailed in Appendix 11)

OTHER RELATED POLICIES

This policy has clear links to other policies within school, in particular to any policies concerned with the protection of all children and young people in the school from all types of harm. These policies are listed below:

- Statement of Purpose 2020
- School Improvement Plan 2020-21
- Medication Policy
- Health & Safety Policy
- Touch, Physical Contact and Personal and Intimate Care Policy
- Safer Recruitment
- Preventing Extremism and Radicalisation Policy
- Missing Child Policy
- Behaviour Policy
- Charging & Remissions Policy
- Visitors Policy
- Complaints Policy
- Special Education Needs Information Report
- Data Protection Policy and GDPR
- Unexpected Death Policy
- Equality Statement
- Students returning to school after illness handbook
- Literacy statement
- Whistleblowing Policy
- Code of Conduct
- Social media Policy

- Pupil Attendance Policy

Induction

All staff joining the school receive a three day Induction programme which includes the school's Safeguarding and Child Protection arrangements and other procedures and policies relevant to Safeguarding. New staff are given a copy of the Safeguarding and Child Protection policy and introduced to the Safeguarding Team. All staff members sign a Code of Conduct, confirming that they have read and understood our key policies including the Code of Conduct, Safeguarding, Behaviour, Social Media, Manual Handling and Intimate Care policies.

There is signage throughout the school making it clear which staff have Safeguarding roles.

Staff training

All staff and volunteers working in the school are required to attend Safeguarding training every year. This is referred to as Level 3 Safeguarding training. Governors undertake Level 2 training in Safeguarding.

Staff who have particular responsibility with regard to safeguarding children attend DSL training on an at least annual basis run by the local authority. A record of all training is kept and reviewed monthly by department leads.

Each week the Safeguarding team review training and impact. Health professionals may want to access further training related to their professional background and this is encouraged and funded by the school to an agreed amount. On a monthly basis education and health leads meet together to discuss training needs of staff. Similarly our Therapeutic team attend Safeguarding training and updates related to their profession and meet monthly with the Safeguarding team so that this knowledge is shared.

All staff have access to a range of Local Authority online training courses on wider safeguarding issues. This is recorded in staff files.

Roles and Responsibilities

The school has clear lines of accountability to safeguard and promote the welfare of pupils. Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors, trustees in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

- The Chief Executive of the Multi-Academy Trust has ultimate responsibility to ensure that Headteacher meets its statutory Safeguarding responsibilities and promotes a culture of effective practice and procedure.
- The Headteacher is responsible for ensuring the following:

- Staff are inducted thoroughly and read all the school's safeguarding and child protection policies, behaviour policies and Children's attendance policy so that they are fully aware of their role in safeguarding pupils and able to follow procedures in a timely and effective way.
- All staff are able to identify pupils who need extra help and can make appropriate referrals to early help services
- All staff are vigilant to harm, abuse and all forms of maltreatment and can identify those pupils for whom there are child protection concerns and can make appropriate referrals to the Wandsworth service for pupils who live in Wandsworth and the equivalent teams for pupils and who live out of borough.
- Staff work in partnership with each other and with other agencies to safeguard pupils. This includes providing early help support, contributing to assessments, implementing plans and liaising with social care. The model at Linden Lodge School is based on multi-disciplinary working and shared responsibility and information sharing to safeguard pupils and adults.
- Safer recruitment practice is followed and allegations against staff are dealt with in a timely way with appropriate actions and referrals to LADO where appropriate.
- Termly reports are provided to the CEO, Trustees and Local Governing Body which address key trends, actions and improvements.

The role of the Designated Safeguarding Lead (DSL)

The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). This is explicit in the job description for the DSL. Some aspects may be delegated to a Deputy Designated Safeguarding Lead

- The DSL will chair the weekly Safeguarding Team meeting
- The DSL will oversee the daily rota and allocate responsibility to review incident forms
- The DSL will organise a termly Supervision meeting with the Local Authority Lead for Safeguarding.
- The DSL will organise half termly meetings with the Creative Therapeutic Arts team to review children and young people on their caseloads
- The DSL will organise termly strategy meeting to review processes and reflect on procedures

- Oversee referrals to LADO and ensure on-going investigations are managed effectively
- Liaising with Trustees, the Local Governing Body and the Local Authority Initial point of contact with the Local Authority for Safeguarding matters Information to the Trust, governors and LA on how the school discharges its duties with regard to safeguarding pupils
- Liaison with the CEO with regard to any deficiencies and actions which need to be taken
- Referrals to Local Authority Social Care Departments and other agencies ensuring that referrals are in line with the Local Authority Safeguarding Inter-Agency Procedures where the pupil resides.
- Supporting and helping staff make referrals to the Children and Families
- Service where there are concerns that a pupil is being abused
- Maintaining effective records of all referrals where there are safeguarding issues

Supervision

- Ensuring that staff with specific responsibility for safeguarding receive individual and group supervision. Ensuring that arrangements are made to ensure that all staff in the school receive supervision from staff with the appropriate skills and expertise and using external professionals if required.

Role of the Clinical Lead

- The school's Clinical Lead sits on the school's Safeguarding team and receives training from the Local Authority at Level 3 for staff with specific responsibility for Safeguarding.
- The Clinical Lead is responsible for promoting a culture whereby health professionals in the school understand their individual and collective responsibilities in promoting the welfare of pupils.
- Support the DSL in addressing any health related Safeguarding concerns referring jointly to external agencies such as the CCG Designated Nurse for Safeguarding where additional guidance may be required.

All Staff

- All staff at Linden Lodge School including volunteers, agency staff and contractors have a responsibility to safeguard pupils.

- They must:
 - Read Part 1 KCSIE 2021, sign the Code of Conduct and other Safeguarding policies to demonstrate that they have read, understood and will comply with them and raise any concerns or queries with the Safeguarding Team
 - Provide opportunities for pupils to experience a safe, supportive culture and express themselves as openly as possible
 - Work in partnership with others

Role of Health professionals working in school

- It is recognised that health professionals working in the non-clinical context of a school with vulnerable children and young adults have particular needs in terms of Safeguarding and Child Protection.
- The work carried out can involve increased risk given the physical nature and complex needs of many of the pupils.
- The school is committed to providing as safe and supportive a context as possible so that health professionals are enabled to work effectively in an inter-disciplinary and safe way. This commitment includes:
 - Access to Safeguarding training on an at least annual basis in school and relevant health based training
 - Supervision with on-site clinical leads for each therapy discipline on a regular basis both individually and as a team
 - Monthly meetings with the school Safeguarding team to discuss particular issues related to Safeguarding
 - Weekly meetings between the DSL and Clinical Lead on Safeguarding

It is important health professionals and school Safeguarding team refer to the Intercollegiate Document / Safeguarding Children and Young People: roles and competencies for health care staff September 2021 when implementing and reviewing policies and practice.

Child protection conference and core groups

Procedures for core group meetings are detailed in the London Child Protection Procedures <http://www.londoncp.co.uk>. Where meetings are held in other Local Authorities it is important that before attending or participating in a core group meeting or case conference staff read and understand the local guidance.

In most cases case conferences and core groups will be attended by the DSL or member of the Safeguarding team. The person will need to gather all relevant and current information about the pupil. Child protection conferences are convened where it is considered a pupil is experiencing or at risk of significant harm.

All reports need to be submitted prior to the meeting. This is shared with parents at the conference.

Safeguarding supervision is an important aspect of enabling staff to be supported and effective at case and child protection conferences given the high level of contact between school staff and parents/ carers. Further learning is taken to group Safeguarding supervision meetings.

Responsibility for health and safety

The Headteacher ensures that health and safety policies are in place to meet the compliance framework required of schools and to ensure the safety of all. It is important that all staff have access to reporting issues regarding health and safety and these are considered in a timely and effective manner by the premises and health and safety committee.

Day to day responsibility is with designated members of staff with systems in place for periodic external review.

Risk assessments relating to the school environment, activities and individual pupils are where possible carried out by a multi-disciplinary team to ensure that the expertise and perspectives of professionals is shared to promote pupil welfare.

Site Security

- The Headteacher and MAT are responsible for site security.
- Contractors may need to be subject to DBS checks before being allowed on site, depending on their potential level of contact with pupils.
- On arrival visitors are expected to sign in and wear an identity badge at all times.
- Information and safeguarding details are provided to all contractors setting the school's expectations for behaviour and safe practice.

- Site security is periodically inspected by the Community Police.

Wandsworth Safeguarding Children Partnership (WSCP) <https://wscp.org.uk/>

Telephone: 020 8871 7401 **e-mail:** wscp@wandsworth.gov.uk

This organisation is jointly led by the Police, Clinical Commissioning Group and the Council. They are responsible for protecting children and young people in Wandsworth from harm, abuse, neglect and exploitation, and promoting their welfare. The WSCP replaces the Wandsworth Safeguarding Children Board.

Intercollegiate Document 2019

Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff Fourth edition: January 2019

<https://www.rcn.org.uk/professional-development/publications/pub-007366>

Keeping Children Safe in Education

DfES statutory guidance issued Sept 2021

Keeping Children Safe in Education 2021

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Department for Education guidance Mental Health and Behaviour in Schools

Published 16 June 2014

Last updated 12 November 2018

How schools can support pupils whose mental health problems manifest themselves in behaviour. <https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Updates should be shared with families prior to the meeting except in exceptional circumstances

Please send this report wherever possible at least 48 hours in advance of the relevant meeting to Childrensplanning@wandsworth.gov.uk and bring copies for those attending the meeting.

School update form for Child Protection Conference/Looked After Child Review/Child In Need meetings

Update of current information for Child protection/Child in Need/Looked after Child meeting

Child's name:	Date of CP/CIN/LAC meeting :
Date of birth:	Class teacher:
Social worker:	Authority:

Description of child's/young person's (cyp) needs:

- visual information
- audiological information
- Diagnosis

Summary of current arrangements to meet the cyp needs:

- sessions for therapy
- any other sessions
- Intervenor
- Communication used (receptive and expressive)

When completing the sections below consider issues such as attendance and punctuality; preparation for school / learning; general appearance; emotional presentation and wellbeing; indicators that child may have suffered harm / be at risk of harm; disclosures made by child; behaviour and social development; relationships with peers and adults; academic progress/ areas requiring improvement; contact with family; etc.

What's going well...

Any concerns...

Next steps...

Government guidance and publications

[Home Office Prevent Strategy](#): Prevent is part of the National Counter-Terrorism Strategy and aims to stop people being drawn into or supporting terrorism. Read about [how we implement the Prevent Strategy in Wandsworth](#)

[Working Together to Safeguard Children](#): this guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children. It is addressed to practitioners and front-line managers who have particular responsibilities for safeguarding and promoting the welfare of children, and to senior and operational managers in organisations that provide services for children.

[Multi-agency statutory guidance on female genital mutilation](#): FGM is a form of child abuse, professionals have a statutory obligation under national safeguarding protocols (e.g. Working Together to Safeguard Children 2015) to protect girls and women at risk of FGM. Since October 2015 registered professionals in health, social care and teaching also have a statutory duty (known as the Mandatory Reporting duty) to report cases of FGM to the police non-emergency number 101 in cases where a girl under 18 either discloses that she has had FGM or the professional observes physical signs of FGM. In addition, it provides a framework which organisations may wish to adopt to support professionals in the ongoing

consideration of risks pertaining to FGM. It encourages agencies to cooperate and work together to protect and support those at risk of, or who have undergone, FGM ([FGM Pamphlet](#)).

This should be considered in conjunction with other relevant safeguarding guidance, including, but not limited to, [Working Together to Safeguard Children](#). This document is not intended to replace wider safeguarding guidance, but to provide additional advice on FGM.

[Information Sharing Advice for Professionals](#) (2018): the Department for Education has published advice for safeguarding professionals on information sharing. The advice explains relevant legislation and includes key principles and practicalities of sharing personal information.

[What to do if you are worried a child is being abused](#) (2015) - This advice is for anyone whose work brings them into contact with children and families, including those who work in early years, social care, health, education (including schools), the police and adult services. It is relevant to those working in the statutory, voluntary or the independent sector, and applies in relation to all children and young people irrespective of whether they are living at home with their families and carers or away from home.

- [What to do if you're worried about a child - advice for practitioners](#)
- [What to do if you're worried about a child](#)
- [When to suspect child maltreatment - Quick Reference Guide](#)
- [Young Person's Guide to Keeping Children Safe](#)
- [Young Person's Guide to Working Together to Safeguard Children](#)

[Keeping Children Safe in Education 2021](#) - LGfL have had part 1 of [KCSIE translated](#) in to 10 community languages for school staff with EAL.

[SEND: guide for parents and carers \(2015\)](#) - A guide on the support system for children and young people with special educational needs and disability (SEND).

[SEND: guide for social care professionals \(2014\)](#) - A guide for social care professionals on the support system for children and young people with special educational needs and disabilities

Whistleblowing general guidance <https://www.gov.uk/whistleblowing>

A [Whistleblowing Advice Line](#) was launched by NSPCC in February 2016. This has been developed to provide support to employees wishing to raise concerns over how child protection issues are being handled in their own or other organisations. The NSPCC Whistleblowing Advice Line can be reached on 0800 028 0285. The advice line is not intended to replace any current practices or responsibilities of organisations working with children. The helpline advisors would encourage professionals to raise any concerns about a child to their own employer in the first instance. However, the advice line offers an alternative route if whistleblowing internally is difficult or professionals have concerns around how matters are being handled.

[Final Report of the Munro Review](#) - the Final Report of the Munro Review of Child Protection, A child-centred system has been published. Professor Munro's analysis finds that local areas should have more freedom to design their own child protection services and that 'one-size-fits-all approach' to child protection is preventing local areas from focusing on the needs of the child. View [the government response to the review](#).

[The Richard Inquiry report \(2004\)](#) - Sir Michael Richard's enquiry into child protection procedures in Humberside Police and Cambridgeshire Constabulary in the light of the trial and conviction of Ian Huntley for the murder of Jessica Chapman and Holly Wells.

[The Victoria Climbié Inquiry report \(2003\)](#) - The report of Lord Laming's inquiry into the circumstances surrounding the death of Victoria Climbié.

Legislation

An [introduction to child protection legislation in the UK \(NSPCC\)](#) - a brief introduction to some of the key legislation that protects children and young people in the UK.

Linden Lodge School

Arrangements for Child Protection and Safeguarding during Covid19 pandemic

Addendum 1 – March 2020

Linden Lodge School

Arrangements for Child Protection and Safeguarding during Covid -19 school closures

This document forms an extraordinary amendment to the policy already in place and is operational from 31st March 2020 for as long as required.

Document may be subject to updates if situation changes

Introduction

From 20th March 2020 Linden Lodge has closed in order to keep all vulnerable children and young people safe. We will be regularly conducting dynamic robust risk assessments as the information from the government and Public Health England is updated. The population of our children and young people are very complex and the level of input from professionals is 'hands-on' including but not limited to personal care, feeding, administration of medication, and communication and as such safe social distancing as recommended by the government cannot be maintained.

This document forms part of the school's Children Protection and Safeguarding policy and contains the adjustments the school is making to operational practice and safeguarding practice during the COVID -19 emergency measures. It is written in line with Government guidance **Coronavirus (COVID – 19): safeguarding in schools, colleges and other providers – published 27th March 2020**.

This document will be kept under review and amended if necessary if further guidance is issued by the Government.

If the situation arises where the risks can be mitigated and the school were to open the school will uphold the principles in Keeping Children Safe in Education (KCSiE) 2019 and this policy.

The way in which the school is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains our key priority;
- The best interests of children will always continue to come first;
- If any staff member or volunteer has a safeguarding concern about any child, they will
- continue to respond appropriately, pass on concerns to the DSL directly (norris@wandsworthhis.org.uk) and a new email was set up during this period safeguarding@lindenlodge.wandsworth.sch.uk appropriate and timely action will be taken
- A DSL or deputy will be available remotely;
- Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children;
- Children will continue to be protected when they are online through guidance circulated to parents and staff

Designated Safeguarding Leads (DSL)

The DSL: Sarah Norris

Deputy DSL: Deborah Rix

Email: safeguarding@lindenlodge.wandsworth.sch.uk or heretohelp@lindenlodge.wandsworth.sch.uk

A trained DSL will be available to staff at all times and will be available to be contacted via mobile or online video link through Microsoft teams. Staff have been provided with contact details for all key members of staff.

Duties of the DSL and deputies will include:

- Managing access to child protection files;
- Liaising with the DSL (or deputy);

- As required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school;
- Reporting any changes or concerns;
- Ensuring safeguarding checks are carried out and recorded.

Advice can also be sought from Stella Macaulay, Safeguarding in Education Advisor, MASH or other key officers (for full details see App 1)

Pupils on site

Pupils with a parent or carer who is a critical worker should in theory be offered a school place if they cannot be cared for at home. The school has carried out risk assessments for each pupil during the COVID-19 crisis and at this time all students cannot safely attend school and their needs will be best met at home. These assessments will be revisited if individual circumstances change, or if Government guidance is updated.

CIN/LAC/CP

The DSL is aware of the most vulnerable children in school with the status: Children in Need (CIN), Looked after Children (LAC), children on Child Protection plans (CP) and the DSL is in regular contact with social workers and are continuing to attend regular meetings virtually. The school continues to work with and support children's social care to help protect vulnerable children.

Continued Daily Education

School have made sure they have requested and recorded the most up to date contact details for all pupils to enable the most effective contact with pupils and families during this difficult time.

All families are receiving daily emails to continue with their child's education whilst the school is closed. We are asking families to acknowledge receipt on a daily basis otherwise we will follow up with a phone call. All contact with children and young people is recorded in safeguarding systems in the usual way. With staff working offsite there is an established system for information to be shared with DSLs and agreement about how records will be kept up to date. Most contact with children and families will be by email and we have set up a specific email address that all teachers are cc'ing into all contact with families and professionals to have a record it is:

homelearning@lindenlodge.wandsworth.sch.uk

Wherever possible school phones (including school mobiles) will be used staff will ensure numbers are withheld by inputting the number 141 before dialling the number. If talking directly to a child, ask if an adult is present.

Attendance will be followed up in accordance with usual procedures. Following robust attempts to contact a family the school will notify the allocated social worker/duty social worker if there is no response/reply.

The school has set up systems to ensure all children and their families are contacted daily by their class teacher and a further allocated Contact Person is available for all families. Every family will be issued with a named Contact person during this period. They will receive a letter detailing the contact person's name and contact details and this person will be their point of contact for practical help, to monitor their wellbeing and provide an opportunity for any concerns the child or family have to be shared. The school has ensured that those staff members responsible for making contact with families have been provided with advice about how to conduct their contact with families and given key information about families and professional networks to facilitate any necessary contact. During term time the Contact person will call the family once a week and during Easter holiday period that will increase to two times a week. The initial call will enable the Contact person to go through their Emergency Plan should they or a family member becomes ill and they are unable to care for their child.

If required referrals will be made to Children's Social Care via the MARF to MASH as usual. MASH@wandsworth.gov.uk 020 8871 6622. MASH and Referral and Assessment Team social workers are maintaining services to provide assessment and take action to protect children in cases of immediate risk and/ or significant harm being identified. MASH workers will also be able to provide advice if required.

The Out Of Hours service will remain contactable on 020 8871 6000.

Free School Meals

Eligibility for free school meals (FSM) is not a determining factor in assessing vulnerability in terms of COVID – 19 criteria. However, the school recognises that families whose children qualify for FSM may be experiencing particular challenges during this crisis, and have made arrangements to ensure that FSM children are provided with food vouchers to use at a shop of their choice.

Reporting concerns

If any member of staff or volunteer becomes aware of a safeguarding concern about a pupil or family, they will record it in the usual way according to school procedures and pass it on to the DSL so that appropriate decisions and actions can be taken. Appendix 2 provides information about CSC services and access during the current situation

If there is a safeguarding concern or allegation about a member of staff or volunteer, the Headteacher or DSL will be informed immediately so that the matter can be investigated. The LADO will be consulted, or a referral made to LADO, as per usual guidance. The LADO service is contactable via telephone and email as usual.

The whistleblowing policy remains in place and can be followed by any staff member or volunteer if required.

Safeguarding all pupils

The school remains committed to ensuring the safety and wellbeing of **all** pupils and recognises that school is a protective factor for children and young people. The current circumstances create some unusual challenges in ensuring children have access to safe adults outside their immediate family in whom they can confide any worries or fears. We

also recognise that many families are under immense pressure in the current situation, both emotionally and financially, which will mean that not every home is a place of safety for children and young people. Some may be confined to small living spaces or may be witnessing or subjected to abusive situations.

The school has ensured that all families have been provided with information about how to contact staff members during the school closures and that contact details for key support services and helplines have been included in information sent out / provided on school websites.

Online safety and providing off site teaching

All staff who interact with children and young people, including online, will continue to look out for signs a child may be at risk.

Online teaching should follow usual principles for safe and acceptable use of technology. This includes, but is not limited to:

- Acceptable use of technologies
- Staff pupil/student online relationships
- Communication, including the use of social medium
- Minimum expectations
- Online safety
- Essential rules for remote teaching

The school has communicated basic information to parents where online learning platforms are being used which has included

- Confirmation of online tools and or sites that the school will be using/if using
- Confirmation of what the child may be asked to do online
- Confirmation as to who their child will be interacting with online
- Confirmation as to whether other pupils will be able to access their child via the online platform
- Allowing the parent or carer the opportunity to voice any concerns
- The importance of not leaving the child alone during screen time
- Monitoring the search history
- Maintaining open communication with the child about online safety
- How to report a concern

Parents and carers have also been provided with details / links to support services eg Internet Matters, LGFL, Net-aware, ThinkUKnow, Safer Internet Centre etc

The school recognises that not all children will have access to a computer or internet facilities in the home, and has ensured that age appropriate resources have been provided for any child who needs them.

Safer recruitment / movement of staff and staff training

In response to the current situation the Government have issued guidance in relation to required checks that staff who are already working in regulated activity and have undergone appropriate checks do not need to be rechecked if required to work on a different site temporarily, provided the details required are confirmed by the current employer.

Any new staff or volunteers will be checked in line with relevant processes and details recorded on the Single Central Record in the usual way.

All existing staff have had safeguarding training and have read Part One of KCSiE. DSLs will ensure all staff are informed of any updates or variations due to the COVID – 19 pandemic.

Any new staff or volunteers will be provided with a safeguarding induction to ensure they are clear about expected processes.

DSL training is unlikely to take place at present. The Government have advised that any DSL (or deputy) who has been trained will continue to be classed as a trained DSL even if they miss their refresher training.

If any staff member requires initial DSL training during this period, as they need to take on DSL responsibilities they have not previously had, the school will take advice from the Safeguarding in Education Advisor and an appropriate level of input will be provided.

Peer on peer abuse

The school recognises that during the closure /partial closure there is an increased opportunity for peer on peer abuse to take place. We will continue to remain vigilant to any signs of such abuse, listen to and work with any child who may have suffered abuse from a peer, their parents and any multi-agency partner required to ensure the safety and security of the child or young person concerned.

Domestic abuse

Wandsworth's Project Tearose (sharing of police notifications relating to attendance at domestic Incidents with DSL in schools) continues to operate during the COVID 19 pandemic. Notifications are shared verbally with DSL by the Safeguarding In Education Advisor – this provides opportunity to agree any actions required in each individual circumstance.

Support services information

All support services have adapted their working protocols to provide best possible input for children, young people and families during the COVID -19 pandemic. The school will ensure they access any guidance and updates in relation to national and local services and circulate as appropriate to staff members.

Some useful links are:

ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID19..

UK Safer Internet Centre: <https://reportharmfulcontent.com/report/>

www.thesafeguardingalliance.org.uk

CEOP: <https://www.ceop.police.uk/ceop-reporting/>

Young Minds Crisis Messenger: 85258 – free text service for 24/7 support

NSPCC Helpline:

Phone: 0808 800 5000

Email: help@nspcc.org.uk

Mind: www.mind.org.uk

The Department for Education COVID-19 helpline:

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Updates on current access to CAMHS and school nursing are attached as app 3 & 4

Appendix 1

Support for schools during Covid-19 emergency

Schools are having to cope with an unprecedented situation at present and are often on the frontline in relation to dealing with parental anxiety and frustration with the difficulties being caused by the crisis. The situation also means that school staff are having to work off site.

Government advice is changing daily as the situation develops and this provides challenges in ensuring that colleagues are kept effectively updated.

Some key LA officers and services are available to provide support and guidance to schools:

- Ameliah Rayn, Safeguarding in Education Lead, continues to be available to provide advice and support to schools by email Ameliah.Rayn@richmondandwandsworth.gov.uk and telephone 0208 871 7961/07929 862217
- Chantel Langenhoven, LADO chantel.langenhoven@richmondandwandsworth.gov.uk 020 8871 7440
- MASH MASH@wandsworth.gov.uk 020 8871 6622
- Out of Hours Service 0208 871 6000
- Schools and Community Psychology Service – schools can contact their link EP direct or the head of service Tara Midgen Tara.midgen@richmondandwandsworth.gov.uk
- Ruth Lacey, Head of Safeguarding Standards, ruth.lacey@richmondandwandsworth.gov.uk 07967 640 080
- Paul Martland Head of Commissioning and interim Head of Early Help paul.martland@richmondandwandsworth.gov.uk 07504 423 493

We also have access to other services which we can signpost you too – for example Early Help colleagues are available and are taking calls from families and helping to resolve problems arising as well as contacting families directly when issues have been raised.

Please do contact us if you need any support or have worries or concerns about particular children and families or general issues about the current situation we can help with.

Appendix 2

Dear Partners,

COVID-19: Arrangements for Children's Social Care

I am writing to set out how Children's Services intends to maintain its core statutory functions, whilst following Government guidance and joining the national response to COVID-19. We hope to continue our close working relationship with partners, in what are challenging times for us all.

I know you will all appreciate that we are working in a rapidly evolving situation, so the arrangements set out below may change in the coming weeks and months.

Unless unwell, our staff continue to work. Whilst they will be largely based at home, they will continue to fulfil their statutory functions as far as is safe and possible. We intend to maintain continuity for the families we work with and have communicated with them to explain how our meetings, visits and support will be delivered at this time. We recognise that many vulnerable families will find self-isolation emotionally and practically challenging, and we are working on contingency plans to support them in a variety of different scenarios.

New referrals

Referrals should continue to be made to the MASH using the Multi Agency Referral Form (MARF). The MASH capacity will be significantly reduced so referrals will be prioritised according to immediate and acute risk. MASH can continue to be contacted on 020 8871 6622. The Out Of Hours service will remain contactable on 020 8871 6000.

Child Protection Conferences

At present, we intend to continue with all planned Child Protection Conferences, however these will take place 'virtually' using Microsoft Teams software or conference call. We ask that you ensure your staff are aware of this, and that they continue to provide written reports to Children's Planning and Review as usual, via

child.protection@wandsworth.cjsm.net.

Where a virtual conference is not possible, Review Child Protection Conferences may take place as a paper-based process; all reports will be considered by the Chair, and a detailed discussion will take place between the Child Protection Coordinator, Team Manager and Social Worker. You should anticipate that Social Workers and Child Protection Coordinators will maintain contact with you regarding the arrangements.

Statutory visits to children and their families

We are reviewing risk assessments and plans for all of the children and families we work with, so that we are in a position to prioritise those where it is essential to maintain frequent contact. Home or school visits will only be carried out if critical to a child's welfare, but we will remain in weekly remote contact with families and will endeavour to see and speak to children alone where possible.

We would very much value partners' involvement in our safety plans for children, so that families continue to receive contact and support from the wider multiagency group.

Core Group meetings

Core group meetings are a critical part of our ongoing risk assessment and they enable support planning for families; this is particularly relevant at the present time. Core group meetings will continue virtually where at all possible, using Microsoft Teams, conference call, or other software. Social Workers will be responsible for liaising with Core Group members about arrangements to meet remotely.

Children Looked After

Unless critical, we will not be visiting children in placement in order to reduce the risks to any children in the home, foster carers and residential care staff. Social Workers and IROs will be maintaining contact with young people and their carers by telephone, WhatsApp and Skype.

Contact between children and their families is being risk assessed on a case by case basis, and where face to face contact is not safe or possible, WhatsApp and Skype arrangements will be made.

Statutory reviews for Children who are Looked After will continue as planned but remotely. You can expect that where needed, the Social Worker or Independent Reviewing Officer will contact you for written or verbal information.

Local Authority Designated Officer (LADO)

Referrals should continue and be made via telephone and email. Consultations and advice will continue to be given via telephone and email. Liaison will take place with partner agencies and other organisations via telephone and email as needed.

The LADO can be contacted on:

Telephone: 020 8871 7440 (the landline is diverted to mobile) and

Email: chantel.langenhoven@richmondandwandsworth.gov.uk

Allegations against Staff and Volunteers Meetings will continue to take place via Conference Call. This method is already embedded in practice and no difficulties are foreseen unless partner agencies and other organisations are not available. Please make us aware of this on an individual case basis.

Safeguarding advice and support to schools

Ameliah Rayn is the Safeguarding in Education Lead and she will continue to provide safeguarding advice and support to schools as usual via telephone and email. Where necessary and while schools are open, visits to schools may be considered on a case by case basis but subject to risk assessment. She will be contactable via email and phone as normal during the school term.

Email: Ameliah.Rayn@richmondandwandsworth.gov.uk

Mobile: 0208 871 7961/07929 862217

Appendix 3

Duty / Crisis line for Young People, Families and Professionals

During Covid 19 CAMHS have reduced Face to face contact to a minimum. However we are still here to provide support and will often do this by phone or using video. In a crisis young people/ Families/ Carers in crisis are encouraged to access support by phone.

Other numbers

Child line **0800 1111** – calls are free and confidential

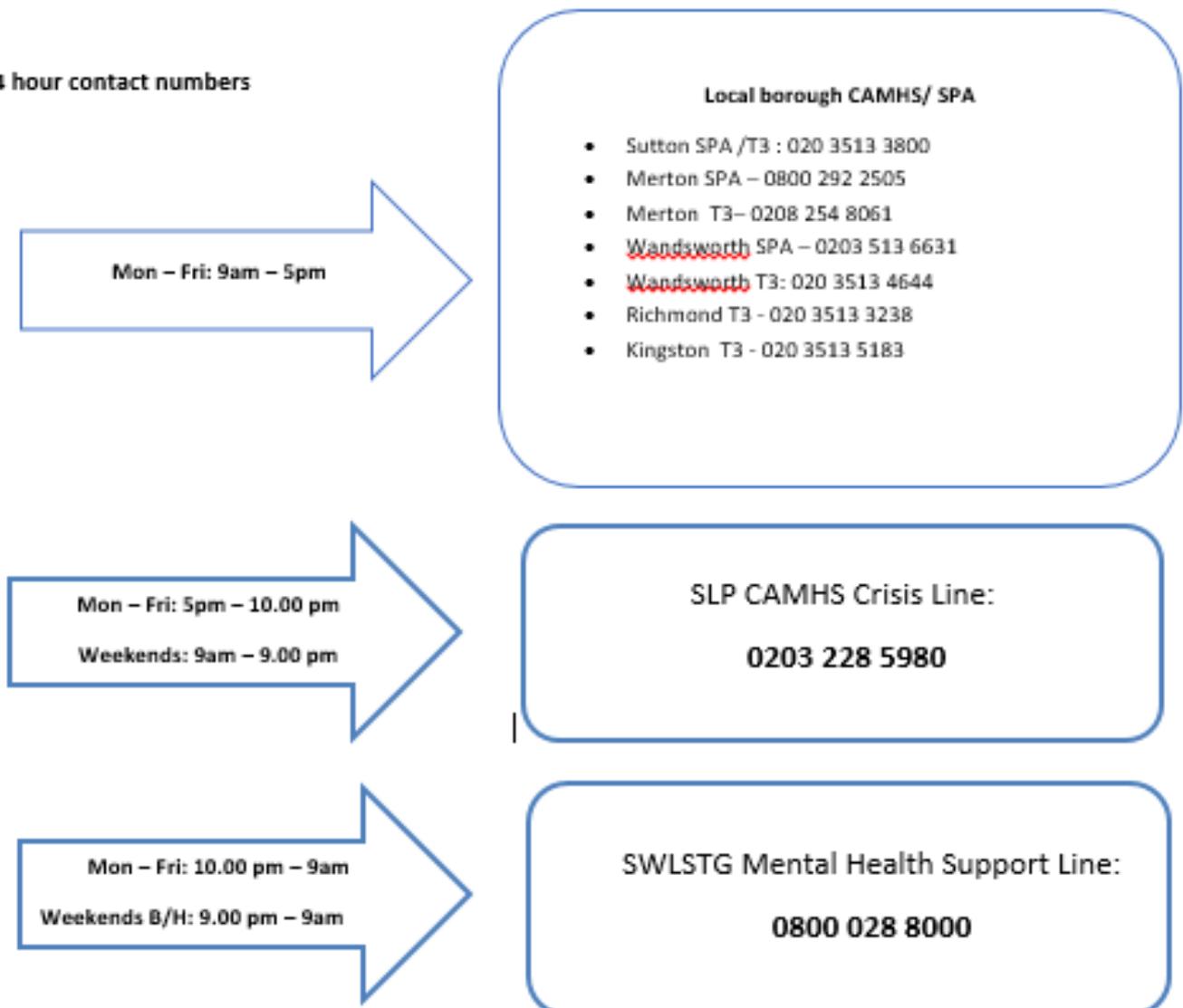
HOPE line UK **0800 068 4141**

Samaritans **116 123**

Young Minds Crisis Messenger - provides free, 24/7 crisis support across the UK mental health crisis - If you need urgent help text YM to 85258

If you need urgent/ life threatening medical attention' call 999 or attend your local A&E

24 hour contact numbers



Appendix 4

Health Visiting and School Nursing Universal Service



In response to COVID -19 the universal Health Visiting and School Nursing services have changed their offer in line with the NHSE and NHSI guidance.

The services are now offering:

- All vulnerable (London Continuum of Need level 3 &4) families and young people a range of face to face and video calls or home visit depending on need
- Vulnerable Antenatal women will be contacted and offered either video, telephone or face to face
- All of our New Birth visits will be carried out by a range of video calls and face to face contacts depending on need
- 6-8 week maternal mood assessments will be carried out by phone or video call
- Red Accident and Emergency attendances will be followed up

From the 1st April 2020 the health visiting and school nursing services will be offering a 7 day a week 9am-5pm duty line for parents and young people to call for support and advice.

The duty line will be staffed by an administrator, Health Visitor and School Nurse. The number for each borough within your STP is outlined below.

Duty Numbers are:

Wandsworth

0330 058 1679

[Clcht.0-](mailto:Clcht.0-19wandsworthandrichmondadmin@s.net)

19wandsworthandrichmondadmin@s.net

Richmond

0330 058 1679

[Clcht.0-](mailto:Clcht.0-19wandsworthandrichmondadmin@s.net)

19wandsworthandrichmondadmin@s.net

Merton 0-19 hub

0330 053 9264

Clcht.hcpadminmerton@nhs.net

Addendum 2 – May 2020

This document updates the previous extraordinary amendment to the school Child Protection and Safeguarding Policy in relation to the current pandemic and sets out safeguarding arrangements in preparation for the planned return to school of more children. This is additional to, and complements, the main policy and the previous amendment.

This is operational from 1st June 2020 and may be subject to further amendments as the situation changes

Introduction

From 1st June 2020 Government have required that schools begin to phase in a return to attendance at school for pupils as set out below:

Primary Schools

Pupils in Nursery, Reception, Y1 and Y6, alongside priority groups

Secondary schools, sixth form and FE colleges

Some face to face support for Y10 and Y12 pupils, alongside priority groups

Alternative Provision Settings

As for mainstream schools, and face to face contact for Y11 pupils in addition

Special schools, special post-16 institutions and hospital schools

Phased return without specific focus on year groups

Preparation

The school is following advice from the Government, Public Health England, the Local Authority and the Local Safeguarding Children Partnership in order to maintain the safeguarding and welfare of all pupils and staff.

Prior to pupils returning to school in greater numbers the school has carried out the recommended risk assessments and put strategies in place in relation to:

- Class sizes and placing children in small groups with consistent adults
- Timetabling and consideration of any adjustments needed to the curriculum
- Reorganising classrooms to support social distancing measures
- Movement around the building
- Utilising outdoor space whenever possible
- Staggered arrival and departure times

- Staggered break and lunch arrangements
- Reducing 'pinch points'

- Enhanced cleaning regimes
- Ensuring children understand the need for good hygiene and that adequate facilities are provided for this
- Removed unnecessary items and any items which are hard to clean
- Responding if any pupil or staff member becomes unwell while on site

The School have also:

- Liaised with social workers for any vulnerable pupils who have not been taking up the offer of a place in school – the expectation is that all these children will return to attendance at school (unless it is agreed by their social worker and medical team that there are exceptional circumstances preventing this)
- Carried out individual risk assessments for those with an EHCP – the expectation is that attendance is expected for all these pupils provided that their needs can be as safely or more safely met in the educational environment
- Assessed the well-being of staff members, made arrangements for continued working from home for those who cannot return to school due to medical need, and ensured that additional support is available for any staff members who need it
- Reminded all staff members of safeguarding processes and procedures and what to do if they have concerns about a pupil or about a colleague
- Informed parents of the arrangements made, including when their child can return, their child's timetable, any specific requirements around drop off and pick up times (the expectation is that only one adult accompanies each child at these times and parents do not congregate)

When pupils return

The school recognises that many pupils will have been affected by aspects of the pandemic and the lockdown and many will require additional support. Some pupils may have experienced bereavements of close family members, others may have suffered abuse or neglect which they have not been able to disclose. Many pupils will have experienced anxiety or distress due to the overall situation, things they have seen on social media or been told, been impacted on by difficulties their families have experienced in relation to financial matters or other family issues. Some pupils may find it difficult to settle back into the academic structure of school and some may experience difficulties with peer relationships after a lengthy period of isolation from others their own age.

All staff will be alert to signs of stress in pupils and enable pupils to talk about how they are feeling. Any safeguarding concerns will be passed to the DSL (or deputy DSLs) promptly and any necessary referrals made to the relevant agencies or services. Additional support will be provided for pupils in school where appropriate and available.

All parents / carers will be asked to inform the school if their child has experienced any key family changes (eg bereavements, changes in contact with key adults, significant events, health difficulties etc) so that school staff can ensure they can be effectively supported.

Any emerging concerns will be discussed with parents in the usual way, unless the information known leads the DSL to believe this could place a pupil at risk of immediate and further harm, in which case a referral will be made to MASH without delay.

Intimate care needs and use of PPE

Government guidance states that schools should not require either staff or pupils to wear face masks in school.

Based on individual risk assessments and the specific needs of the students PPE will be required during personal care, feeding, and for any staff working with students whose behaviours indicate hypersalivation and mouthing of items or things.

PPE will only be used in situations where intimate care needs of individual pupils routinely involve use of PPE or if a pupil or adult develops symptoms while on site and this is necessary (see below)

Pupils or staff becoming unwell while on site

If a pupil becomes unwell with coronavirus symptoms while on site they will be moved to the isolation room in the Isobel Family Centre, the parent will be contacted and expected to collect their child. If the pupil needs direct personal care until they can return home / be collected the school will take appropriate precautions to ensure the safety of staff members dealing with the matter, which will include use of PPE as well as ensuring the pupil is isolated from others, preferably in a closed space which is well ventilated. Similar precautions will be taken if a member of staff develops symptoms on site.

Any pupil with symptoms should not attend and should be kept at home according to regulations. Parents should inform school at the earliest opportunity if this is the case and testing should be arranged. If the child is confirmed as having Covid19, the rest of their class or group will be sent home and advised to self-isolate for 14 days. In order to return to school safely they will need to produce a negative test result.

Any staff member who develops symptoms should access a test for Covid19 as soon as possible. School staff are essential workers and are given priority for testing. Education settings can also book tests on behalf of staff members through the online portal. In order to return to school safely the staff member will need to produce a negative test result.

Pupils remaining at home

Those who are not returning to school initially will continue to be offered educational input and regular contact in line with policy and guidance. Safeguarding measures as detailed in previous policy documents will be maintained for this group of pupils.

Pupils that have not returned to school during the partial reopening will continue with the daily online remote curriculum.

Appendix 5

Guidance re potential signs of abuse from London SCB procedures

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents / carers are uninterested or undisturbed by an accident or an injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a 'cry for help') and if ignored could lead to a more serious injury.
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shape. Those over 3 cm in diameter are more likely to have been caused by an adult or an older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns / scalds which did not have appropriate treatment or adequate explanation
- Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discoloration over a bone or a joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars or scars of different sizes or ages, or on different parts of body, may suggest abuse.

Behavioural Indications

Some children may behave in ways that alert you to the possibility of physical injury, for example

- Withdrawal from physical contact
- Fear of returning home
- Self-destructive tendencies
- Aggression towards others

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent / carer e.g. anxious, indiscriminate or no attachment
- Aggressive behaviour towards others
- Scapegoated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self-esteem and lack of confidence
- Withdrawn or seen as a 'loner' – difficulty relating to others
- Over-reaction to mistakes
- Fear of new situations
- Inappropriate responses to painful situations
- Neurotic behaviours
- Self-harming
- Running away

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care

- A child seen to be listless, apathetic and unresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from or late for school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods
- Compulsive stealing or scavenging

Recognising Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and / or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child / family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional / behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate for the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder, self-mutilation and suicide attempts)
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes for e.g. sports events (but this may be related to cultural norms or physical difficulties)
- Concerning changes in behaviour or general presentation
- Regressive behaviour
- Distrust of a particular adult
- Unexplained gifts of money
- Sleep disturbances or nightmares
- Phobias or panic attacks

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area

- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is disclosed
- Physical symptoms such as injuries to the genital or anal areas, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen in vagina, anus, external genitalia or clothing
- Wetting or soiling

Appendix 6

Safeguarding / Child Protection protocol / procedures - Linden Lodge School

All staff members have a statutory responsibility to safeguard and promote the welfare of all pupils at all times

If you have a concern about a pupil or you receive information that leads you to be concerned that a pupil has been harmed or is at risk of harm or their welfare is being compromised you are required to act appropriately to ensure action can be taken to protect the pupil concerned.

The concern may be as a result of a disclosure from a pupil, a parent or a third party or may arise due to behaviour that has caused you to become concerned.

If a pupil discloses abuse please note the following key points:

- Listen carefully to what the pupil is telling you without interrupting
- Do not promise confidentiality
- Remain non-judgemental and keep an open mind
- Do not ask leading questions, or more questions than you have to – just establish what the pupil is telling you
- Be honest with the pupil and explain what you will happen next
- Record the information fully
- Pass on to the designated safeguarding lead (DSL)

In the case of any concerns always **record** the information clearly and be clear how the concern has arisen.

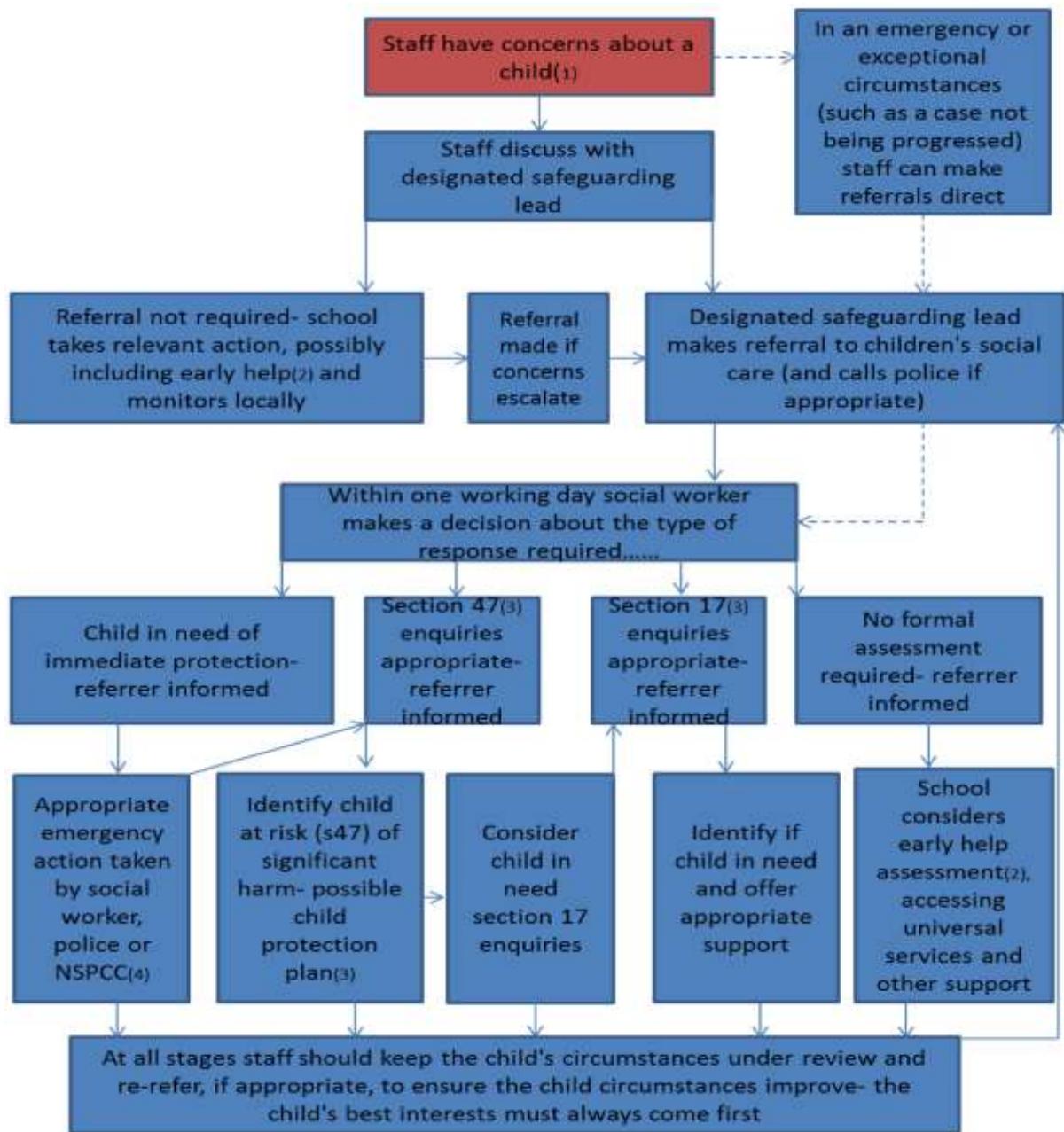
If the information you have indicates that the pupil has suffered harm or there is a high level of risk, ensure this is passed to the DSL **immediately**.

In all other instances concerns should be passed on to the DSL at the as soon as possible – do not delay.

Please remember the DSL is available to offer help, advice and guidance to staff and pupils where necessary. If you have a concern or problem and are unclear how to proceed ask for advice.

In all cases ensure ongoing support is offered to the pupil as appropriate.

**Appendix 7
Referral flow chart**



Appendix 8

Guidance for schools re children who abuse other children

Managing situations where children have been abused by other children can be complex and stressful. For the purpose of this document 'child' refers to any child or young person up to the age of 18 years.

It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults. Abusive behaviour can be displayed in a variety of ways and can consist of sexual abuse / activity; physical harm; emotional abuse, verbal abuse.

When dealing with such allegations, professionals should be mindful that there is significant research evidence to suggest that children who behave in a sexually inappropriate and / or aggressive way towards other children are often victims of abuse themselves.

There is also significant research evidence which indicates that abuse is likely to be repeated without appropriate intervention and treatment. This must be considered throughout the planning stages of managing cases of abuse perpetrated by children. Where an allegation is made regarding alleged abuse perpetrated by another child, the age and understanding of the alleged perpetrator must be considered throughout decision making.

The circumstances of the alleged perpetrator must be assessed separately from those of the alleged victim and must include exploration of why this behaviour has occurred.

The focus of involvement with the alleged perpetrator and their family will be both to determine risks to and from the child concerned within the parameters of the Children Act 1989, and to manage allegations against them within the criminal justice framework.

Children who abuse others should be held responsible for their abusive behaviour, whilst being identified and responded to in a way which meets their needs as well as protecting others.

Process

When an instance of child on child abuse comes to light, is disclosed or where there is evidence to indicate it has occurred, a referral should be made to children's social care in respect of both children concerned. The interests of the identified victim must always be the paramount consideration.

Where the allegation relates to an incident that took place within the school, or relates to pupils attending the same school the school should:

- Keep the involved children separate during the school day while the investigation is taking place to avoid collusion or intimidation
- Having established what is alleged to have taken place, avoid talking to the children any further about the incident(s)
- Keep a detailed log of actions, discussions and decisions
- Carry out a risk assessment and put a risk management plan in place if necessary – ensure that non-teaching times are considered, especially times when pupils are

moving around the school as the child who has been harmed may feel very vulnerable at such times

- Be aware that whether the incident(s) happened in school or elsewhere, other pupils may know what has happened (or is alleged to have happened). Other pupils may have been involved, either directly or indirectly. Other pupils may be judgemental or make unkind, or even threatening, comments
- Contact parents where possible (unless advised otherwise, or serious concern re further risk to child or in particularly complex situations eg sexual exploitation – in these instances seek advice)
- Consider whether the situation warrants information being shared with other parents in the school (eg where press coverage is likely) and seek advice

The decision as to whether or not behaviour directed at another child should be categorised as harmful is clearly dependent on the individual circumstances of the case. It may be helpful to consider the following factors:

- The relative chronological and developmental age of the two children
- Whether the alleged abuser is supported or joined by other children
- Any differential in power or authority (eg related to race, gender, physical, emotional or intellectual vulnerability of victim)
- The actual behaviour (consider all factors)
- Whether the behaviour could be described as age appropriate or involves inappropriate sexual knowledge or motivation
- The degree of coercion, physical aggression, intimidation or bribery
- The victim's experience of the behaviour and the impact it is having on them
- Attempts to ensure secrecy
- Duration and frequency of behaviour

In such cases the needs of each child should be separately considered by social care. In cases where a significant incident has occurred or the alleged incident is of a serious nature the usual process will involve a separate strategy meeting in respect of each child, and s47 enquiries initiated, which will involve discussion with police (CAIT). Different social workers should be allocated for the child who is the victim and the child who has harmed, even if they are living in the same household. Police will decide whether an alleged offence should be subject to criminal investigation.

If the investigation / assessment concludes that the allegations are substantiated, the children should not necessarily be expected to continue their education in contact with each other. The child (ren) responsible for the abuse should be moved if necessary. The views

and wishes of the child who has been abused and their parents should be appropriately considered in the decision making.

Once initial actions have been taken and processes are in place consideration should be given to the provision of ongoing support / counselling for the children involved, where appropriate / necessary.

Additional guidance is available via the London Child Protection procedures
http://www.londoncp.co.uk/chapters/ch_harm_others.html

Appendix 9

Guidance for schools re child on child sexual violence and sexual harassment

Victims and alleged perpetrators

There are many different ways to describe children who have been subjected to sexual violence and/or sexual harassment and many ways to describe those who are alleged to have carried out any form of abuse. For the purposes of this advice, we use the term 'victim'. It is a widely recognised and understood term. It is important that schools and colleges recognise that not everyone who has been subjected to sexual violence and/or sexual harassment considers themselves a victim or would want to be described in this way. Ultimately, schools and colleges should be conscious of this when managing any incident and be prepared to use any term with which the individual child is most comfortable.

We also use the term 'alleged perpetrator' and where appropriate 'perpetrator'. These are widely used and recognised terms and the most appropriate to aid effective drafting of advice. However, schools and colleges should think very carefully about terminology, especially when speaking in front of children. As above, the use of appropriate terminology will be for schools and colleges to determine, as appropriate, on a case-by-case basis.

Sexual violence and sexual harassment can occur between two children of **any age and sex**. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physically and verbally) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate support.

Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate.

Schools need to make it clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up. Children need to understand that sexual violence or sexual harassment will not be dismissed as "banter", "part of growing up", "just having a laugh" or "boys being boys" and that challenging behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting up skirts will not be tolerated as this risks normalising such behaviour.

We understand that such behaviours may reflect wider societal factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language. This is why a whole school/college approach (especially preventative education) is important.

Some pupils (eg those with SEND, or those who are LGBT) can be particularly vulnerable. Schools also need to be aware that staff can also be victims of sexual violence or harassment and have strategies to protect staff.

Sexual violence refers to sexual offences under the Sexual Offences Act 2003 as described below:

Rape: A person commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person with his penis, that person does not consent to the penetration and he does not reasonably believe that they have consented.

Assault by Penetration: A person commits an offence if: s/he intentionally penetrates the vagina or anus of another person with a part of her/his body or anything else, the penetration is sexual, that person does not consent to the penetration and s/he does not reasonably believe that they have consented.

Sexual Assault: A person commits an offence of sexual assault if: s/he intentionally touches another person, the touching is sexual, that person does not consent to the touching and s/he does not reasonably believe that they have consented.

Consent: is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs.

Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

- a child under the age of 13 **can never consent** to any sexual activity;
- the age of consent is 16. However, it is recognised that between the ages of 13 and 16 sexual activity may be considered by the young people to be consensual. In cases where the sexual activity is mutually agreed and non-exploitative then it is not intended to instigate criminal proceedings. An assessment against risk factors should be carried out to assist in decision making in relation to safeguarding
- sexual intercourse without consent is rape.

Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature;
- upskirting (which is now a criminal offence) – this typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- non-consensual sharing of sexual images and videos. (UKCCIS sexting advice provides detailed advice for schools and colleges);
- sexualised online bullying;
- unwanted sexual comments and messages, including, on social media; and
- sexual exploitation; coercion and threats

Preventative programmes should be developed to be age and stage of development appropriate and tackle such issues as:

- healthy and respectful relationships;
- what respectful behaviour looks like;
- consent;
- gender roles, stereotyping, equality;
- body confidence and self-esteem;
- prejudiced behaviour;
- that sexual violence and sexual harassment is always wrong; and addressing cultures of sexual harassment.

Responding: Reports of sexual violence and sexual harassment are likely to be complex, requiring difficult professional decisions to be made, often quickly and under pressure. Pre-planning, effective training and effective policies will provide schools and colleges with the foundation for a calm, considered and appropriate response to any report.

Ultimately, any decisions are for the school or college to make on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking a leading role, using their professional judgement and being supported by other agencies, such as children's social care and the police as required.

Disclosures from children should be dealt with sensitively in line with guidance about any safeguarding disclosures. The child should be reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

When there has been a report of sexual violence, the DSL (or a deputy) should make an immediate risk and needs assessment.

Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis.

The risk and needs assessment should consider:

- the victim, especially their protection and support;
- the alleged perpetrator; and

- all the other children (and, if appropriate, adult students and staff) at the school or college, especially any actions that are appropriate to protect them;

The designated safeguarding lead (or a deputy) should ensure they are engaging with children's social care and specialist services as required. Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required.

It is important that the designated safeguarding lead (and their deputies) are clear about the local process for referrals and follow that process.

Where a report of rape, assault by penetration or sexual assault is made, the starting point is this should be passed on to the police. Whilst the age of criminal responsibility is ten, if the alleged perpetrator is under ten, the starting principle of reporting to the police remains. The police will take a welfare, rather than a criminal justice, approach.

At this stage, schools and colleges will generally inform parents or carers unless there are compelling reasons not to, for example, if informing a parent or carer is likely to put a child at additional risk. In circumstances where parents or carers have not been informed, it will be especially important that the school or college is supporting the child in any decision they take. This should be with the support of children's social care and any appropriate specialist agencies.

The wishes of the victim in terms of how they want to proceed should be taken into account. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how things are being taken forward.

Additional guidance is available in Part 5 of KCSiE 2018 and https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf

Appendix 10

Safeguarding sexually active young people (under 18s)

The London Child Protection Procedures has several supplementary procedures. One of these is the Procedure for Safeguarding Sexually Active Children (remembering that all young people are deemed to be a child in law until their eighteenth birthday). These are designed to help professionals identify those children and young people whose sexual relationships may be abusive.

A child under the age of 13 is not legally capable of consenting to sexual activity. Any suspicion that a child under 13 is involved in sexual activity should be discussed with the nominated child protection lead in the organisation. Under the Sexual Offences Act 2003 penetrative sex with a child under 13 is classed as rape. All cases such as these must be referred to Children's Specialist Services.

Sexual activity with a child under 16 is also an offence. However, it is recognised that between the ages of 13 and 16 this activity may be consensual. There should still be consideration as to whether this should be discussed with or referred to Children's Specialist Services as there may still be serious consequences for the young person, but no automatic requirement to do so. The younger the child the stronger the presumption must be that sexual activity may be harmful

It is also accepted that it is not always in the best interests of child for criminal proceedings to be instigated. In cases where the sexual activity is mutually agreed and non- exploitative then it is not intended to instigate criminal proceedings.

The first duty is to safeguard and promote the welfare of young people and professionals should be aware that the duty of confidentiality is not absolute in matters such as this. There may be other children involved, for example siblings, and sharing information may be required in law.

Sexual activity between the ages of 16 and 17 will not be an offence but may still involve risk or harm and so particular factors still need to be considered.

Professionals working with children need to consider how to balance children's rights and wishes with their responsibility to keep children safe from harm.

Underage sexual activity should always be seen as a possible indicator of child sexual exploitation.

In order to assess whether the relationship is harmful the following factors should be discussed:

- Is the young person competent to understand and consent to sexual activity?
- The child's living conditions (any other types of concern/ other statutory agencies involved)
- Age differences in the relationship
- Whether the child has a disability
- Power imbalances in the relationship
- Whether aggression, coercion or bribery could have been involved

- Whether the child may have been disinhibited by substances or alcohol
- If attempts had been made to keep the matter secret (beyond what would normally be expected)
- Have there been attempts at 'grooming' (through gifts, treats, money, drugs or developing a relationship with the child or their parents)
- Whether the partner is known to have had previous concerning relationships.

If there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm then a strategy meeting will be held to share concerns and agree action.

It is the responsibility of individual members of staff to ensure that the relationship they develop with pupils or students cannot be misinterpreted or developed beyond the professional. It is an offence for anyone in a position of trust or authority in relation to a young person to have a sexual relationship with a child or young person up to the age of 18.

Appendix 11

Children Missing from Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Local Authorities (LA) have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. This requires a co-ordinated approach across schools, relevant LA sections and other agencies to ensure good monitoring systems are in place.

A child going missing from education is a potential indicator of abuse or neglect. The school will follow their established procedure for unauthorised absence and for following up children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of them going missing in future.

The school has both an admissions register and an attendance register, and all pupils are placed on both registers (unless pupils are boarders). Pupils must be entered on the admissions register at the beginning of the first day on which the school has agreed or been notified that the pupil will attend the school. If the pupil fails to attend the school will undertake reasonable enquiries to establish their whereabouts.

The school will make reasonable enquiries (jointly with the LA) to establish the whereabouts of a pupil who ceases to attend, **before** deleting the child from roll if the deletion is under regulation 8(1), sub paragraphs (f)(iii) and (h)(iii) (see table below)

The school will always inform the LA of any pupil who is going to be removed from the admission register under any of the grounds listed in the regulations (see table below)
The notification will include:

- a) The full name of the pupil
- b) The full name and address of any parent with whom the child usually resides
- c) At least one telephone number of the parent
- d) The pupil's future address and destination school (if applicable)
- e) The ground in regulation 8 under which the pupil's name is to be removed

The notification should be made as soon as the grounds above are met and prior to removal. This is essential so that the LA can take appropriate follow up action when required.

The school will also notify the LA **within 5 days** of adding a pupil's name to the admission register at a **non-standard transition point**. The notification will include all the details included in the admissions register. The school will also provide information about pupil admissions at standard transition points if requested to do so by the LA.

In line with the safeguarding duties of the school, all unexplained pupil absences will be investigated. The school must inform the LA of any pupil who fails to attend school, or has been absent without permission for a continuous period of 10 school days or more.

Established procedures will be followed, but each case needs to be treated on it's own merits, taking into account all the facts of the case. Some children are at particular risk, and may also need referral to social care.

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school
13	8(1)(m) - that he has been permanently excluded from the school
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school
15	8(1)(o) where—

- | | |
|--|--|
| | <ul style="list-style-type: none">(i) the pupil is a boarder at a maintained school or an Academy;(ii) charges for board and lodging are payable by the parent of the pupil; and(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate |
|--|--|

Appendix 12

Role of Designated Safeguarding Lead (DSL)

The DSL is the cornerstone of day to day safeguarding in the school and should be the first port of call for any safeguarding issues.

The role of the DSL should be held by an appropriate senior member of staff, who is a member of the school's leadership team.

The DSL takes **lead responsibility** for safeguarding and child protection practice in the school and this should be explicit in their job description.

The DSL must have appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to

- Provide advice and support to other staff
- To take part in CP meetings, strategy discussions and other multi-agency meetings (and / or support other staff to do so)
- To contribute to the assessment of children

Schools should also ensure that they have **at least** one, appropriately trained, deputy DSL. The DSL (or a deputy) should be available at all times during the school day for staff to discuss any safeguarding concerns.

The activities of the DSL can be delegated to a trained deputy DSL, but the **ultimate lead responsibility** for CP, as set out in the guidance, remains with the nominated lead and **this responsibility cannot be delegated**

Key responsibilities include:

- Responsibility for following up concerns and making appropriate referrals (these may be to early intervention / targeted support services, health, social care, CAMHS, Channel programme, police, DBS etc)
- Information gathering, effective monitoring systems and recording
- Liaising with other agencies as required
- Liaising with parents / carers when there are concerns
- Liaising with the Headteacher / Principal to inform him or her of key issues
- Liaising with case manager in the event of an Allegation Against a Professional
- Liaising with all staff on safeguarding matters and
- Acting as a source of support, advice and expertise for staff
- Encouraging a safeguarding ethos across the whole school community and a culture of listening to children and taking account of their wishes and feelings
- Keeping the best interests of the child, or children, in mind at all times when responding to safeguarding matters

Training

The DSL (and any deputies) should undergo training at an appropriate level to provide them with the knowledge and skills to carry out the role.

They must also attend Prevent training.

Their knowledge and skills must be updated at least annually to allow them to understand and keep up with any developments relevant to their role.

Policy and procedures

The DSL should ensure there is a safeguarding policy which is reviewed and updated annually (as a minimum); that the policy and procedures are known to, and understood by, all staff in the school; that the policy is available to parents and they understand the school's safeguarding responsibilities and that referrals may be made.

Recording

The DSL should ensure there is an effective recording system for safeguarding matters, which is kept securely and confidentially with access restricted to those members of staff who have a lead role.

When a child leaves the school, the DSL should ensure his or her safeguarding records are securely transferred to the DSL in the receiving school in a timely fashion. Confirmation of receipt should be recorded.

Appendix 13

Safeguarding recording and record keeping guidance for schools

This guidance is intended to support effective recording of key (significant) events for pupils, safeguarding concerns and Child Protection issues.

The importance of accurate recording is generally well understood by staff members but advice is frequently requested in respect of this issue.

Significant life events

Some key events in a child or family can have a significant impact and it is essential that these are clearly recorded on the child's file. An example of a significant event would be the death of parent, sibling or other close family member. Unnecessary distress can be caused to a child or parent if such significant information is overlooked or not known, so it is important that it is recorded in such a way as to be accessible to other members of staff who may be working with the child or in a position where they may be required to contact the family.

Key information

Schools need to have key information about pupils recorded and regularly updated. This information should include basic details such as:

- which adults have Parental Responsibility for a child
- contact details for parents and any other nominated adults who can be contacted in case of emergency – it is advised that schools ask for **three contact numbers** for each child – one of which should be a trusted adult who the parent agrees can be contacted in an emergency but who does not live at the home address
- which adults the child lives with (especially in situations where parents do not live together) and contact arrangements if relevant
- any legal orders in place, particularly any which affect the care of the child
- any information which may impact on the safety of the child – e.g. adults who pose a risk to a child or are not permitted contact; Domestic Abuse issues etc
- details of any key professionals working with the child

Child Protection / safeguarding concerns

Many schools have specific proforma for the recording of Child Protection (CP) / safeguarding concerns. These can be very useful as they guide staff members by the completion of certain fields / questions and ensure that key information needed is not missed. Some use a coloured paper so that they are easily recognisable. Whatever the system in place it is essential that all staff are aware of the requirement to complete recording of CP / safeguarding concerns and given guidance about distinguishing between fact and opinion. An example proforma is attached – app 3

Schools are increasingly using computerised safeguarding recording systems (e.g. CPOMS or My Concerns) and these are generally proving to be positive in enabling effective recording and facilitating retrieval of information when needed. Guidance given to staff about good and effective recording should be the same whether they are writing it on paper or typing it into a computer system.

If injuries have been seen these should be recorded as accurately as possible, giving a clear description of the marks seen and their location.

If a disclosure has been received from a child this should be recorded using the child's own words, rather than an interpretation of what was said.

If the concern is as a result of third party information received this must be made explicit.

CP notes should be dated and signed by the member of staff who noted the concern or received the initial information about the issue.

Designated Safeguarding Leads should record when the information was received and any discussion had with parents, other staff members or professionals from other agencies, the identity of the other professional (eg name of duty social worker) and clearly note any decisions or actions agreed. This includes recording the reasons for a decision not to make an external referral if this is relevant.

Copies of referrals made to external agencies should be kept in the child's individual confidential record, alongside minutes of any meetings held, letters, e-mails etc.

Please remember when referrals are made it is important to include:

- basic family details with contact details for the parents
- whether parents have been informed / consent to the referral
- if the concerns have not been discussed with the family why this is - usually only in cases where to do so may place the child at further immediate risk; where the parent is believed to have been responsible for / colluded in the child being sexually abused; or if all attempts to contact the parent have failed
- a clear explanation of your concerns and what actions you have already taken (if applicable)

Many safeguarding and / or CP concerns will not rely on a single incident or injury and will arise as a result of a series of smaller incidents, concerns and issues which build a picture that becomes more concerning over a period of time. It is therefore really important to ensure that a log of concerns is kept which will support effective decision making and (when necessary) referrals which provide clarity and evidence - based concerns.

It is advised that all designated staff keep a single record / log to note all pupils for whom they have a safeguarding file (example attached app 1), which logs basic details, status etc

It is also advisable to record a brief risk assessment for each pupil for whom school has CP concerns as this informs the level of risk / concern and what actions may need to be taken, (example attached app 2). For some pupils where there are complex concerns / high levels of concern related to risk, a more detailed risk assessment may be required.

Confidentiality

Records can be paper files or computerised. What is important is that CP information is recorded and kept securely, with access to particularly sensitive information restricted where necessary.

When passing on sensitive or confidential information to other agencies please ensure this is done in a secure manner.

Transfer and retention of records

When pupils leave your school any CP / safeguarding information / records must be passed on to the receiving school (once confirmed) in a secure way and confirmation of receipt should be obtained.

Safeguarding and CP information is regarded as personal information and you do not necessarily need consent to share this. Generally, families should be made aware that information will be shared with a new school, what will be shared, with whom and why. If it is not reasonable to do this, or by doing so a child or young person's safety could be put at risk information can be shared.

Guidance as to whether copies of CP / safeguarding files should be retained in the originating school is not absolute, but local practice has been developed and it is recommended that schools seek advice from the Local Authority (or their legal provider if relevant).

In Wandsworth, therefore, we recommend that key CP / safeguarding records are copied and one copy is retained in the originating school. It is immaterial whether original is retained and copy sent or vice versa

It is fine to retain either paper or electronic records so if there is shortage of filing space records can be scanned and retained electronically – some schools have chosen to do this – however if there are **original signed notes relating to a serious disclosure** it is advisable to retain the paper copy as these could be required

The computer systems that are on the market have facilities to transfer the data to other schools. At the time of writing, this does not mean that the data is transferred, it simply means that the previous school relinquish access, and access rights are transferred to the new school; the data is kept intact. If unsure please check with your provider.

Records should be retained 'long term, until the child is 25 years of age or older, then reviewed. IRMS guidance states that records should be retained for a longer period in 'instances where detailed information about activities in school may form an important part of safeguarding for that individual'.

This guidance is included in Government guidance: [Data protection: toolkit for schools](#) and the annual review checklist.

In addition, since the Independent Inquiry into Child Sexual Abuse (IICSA) was established, organisations should not destroy any records that might be relevant. Since we may not know at the time which records may be relevant, this provides justification for retention. Judicial review also supports this stance.

Schools should update their data audit log to reflect their retention period for these records

Allegations against staff and volunteers

Please note that any concerns of a safeguarding nature / allegations against staff and volunteers must be **recorded and retained**. These matters need to be treated as confidentially as possible and the records kept securely.

The records should include:

- record of initial concern / allegation
- who raised the initial concern
- any accounts provided by those involved or witnesses
- contact with parent / carer of child(ren) concerned
- how the matter was investigated
- action taken
- consultation with LADO / advice given
- outcome of above
- risk assessment
- safeguarding measures put in place

- minutes of ASV meeting (if held)
- details of any disciplinary action / hearing (where relevant)
- outcome of police involvement (where relevant)
- final LADO outcome note

Details of how an issue was investigated and the outcomes should not be included on the child's file (as details of the staff member or volunteer need to be protected. Brief reference should be put on child's file so that records can be cross referenced if required at a later stage. We need to recognise that there is an increase in non-recent allegations and good recording keeping supports any current investigations immeasurably.

Peer on peer abuse

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up", as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils.

We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk

- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

Procedures for dealing with allegations of peer-on-peer abuse

If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

Creating a supportive environment in school and minimising the risk of peer-on-peer abuse

We recognise the importance of taking proactive action to minimise the risk of peer-on-peer abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensure our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensure pupils are able to easily and confidently report abuse using our reporting systems
- Ensure staff reassure victims that they are being taken seriously
- Ensure staff are trained to understand:
 - How to recognise the indicators and signs of peer-on-peer abuse, and know how to identify it and respond to reports
 - That even if there are no reports of peer-on-peer abuse in school, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”
 - That if they have any concerns about a child's welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
 - Children can show signs or act in ways they hope adults will notice and react to
 - A friend may make a report
 - A member of staff may overhear a conversation
 - A child's behaviour might indicate that something is wrong
 - That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation

- That a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- The important role they have to play in preventing peer-on-peer abuse and responding where they believe a child may be at risk from it
- That they should speak to the DSL if they have any concerns

Appendix 14

Sharing of nudes and semi-nudes ('sexting')

This is approach based on [guidance from the UK Council for Internet Safety](#) for [all staff](#) and for [DSLs and senior leaders](#).

Your responsibilities when responding to an incident

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery'), you must report it to the DSL immediately.

You must **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
- Delete the imagery or ask the pupil to delete it
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident, and reassure the pupil(s) that they will receive support and help from the DSL.

Initial review meeting

Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s)
- If a referral needs to be made to the police and/or children's social care
- If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
- What further information is required to decide on the best response
- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images or videos from devices or online services
- Any relevant facts about the pupils involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved)

The DSL will make an immediate referral to police and/or children's social care if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent

- The imagery involves sexual acts and any pupil in the images or videos is under 13
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the Headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks. They will hold interviews with the pupils involved (if appropriate).

If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Informing parents/carers

The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

Referring to the police

If it is necessary to refer an incident to the police, this will be done through dialling 101.

Recording incidents

All incidents of sharing of nudes and semi-nudes, and the decisions made in responding to them, will be recorded. The record-keeping arrangements set out in section 14 of this policy also apply to recording these incidents.

Curriculum coverage

Pupils are taught about the issues surrounding the sharing of nudes and semi-nudes as part of our relationships and sex education and computing programmes. Teaching covers the following in relation to the sharing of nudes and semi-nudes:

- What it is
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is and is not abusive and when it may be deemed as online sexual harassment
- Issues of legality
- The risk of damage to people's feelings and reputation

Pupils also learn the strategies and skills needed to manage:

- Specific requests or pressure to provide (or forward) such images
- The receipt of such images

This policy on the sharing of nudes and semi-nudes is also shared with pupils so they are aware of the processes the school will follow in the event of an incident.

Appendix 15

Serious violence

Indicators which may signal that a child is at risk from, or involved with, serious violent crime may include:

- Increased absence from school
- Change in friendships or relationships with older individuals or groups
- Significant decline in performance
- Signs of self-harm or a significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions (this could indicate that the child has been approached by, or is involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above))

Risk factors which increase the likelihood of involvement in serious violence include:

- Being male
- Having been frequently absent or permanently excluded from school
- Having experienced child maltreatment
- Having been involved in offending, such as theft or robbery

Staff will be aware of these indicators and risk factors. If a member of staff has a concern about a pupil being involved in, or at risk of, serious violence, they will report this to the DSL.

Appendix 16

Useful contacts

Ameliah Rayn
Safeguarding In Education Officer
Safeguarding in Education Lead
Wandsworth Town Hall
Wandsworth High St
London SW18 2PU

Tel: 07 929 86 2210

Mobile: 07 929 86 2210 (Available on Microsoft Teams and Via Email)

Email: Ameliah.Rayn@richmondandwandsworth.gov.uk

MASH / referral and assessment service 020 8871 6622

Duty Social Worker

Out of hours duty service - 020 8871 6000

Safeguarding Standards Service (manager: Ruth Lacey)

Principal Administrator - Jackie Reynolds - 020 8871 7208

LADO

Chantel Langenhoven - 020 8871 7440

Link Social worker *(name and contact to be entered by each school if appropriate)*

School nurse *(name and contact to be entered by each school)*

Police *(schools liaison officers to be entered by each school)*

Current Police Sgt for schools liaison officers
Amreek Singh

Wandsworth safety net - 0207 801 1777
(for Independent Domestic Abuse advisors)