

FALKNER HOUSE SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURE – NURSERY TO YEAR 6

This policy takes full account of the [Independent School Standards Regulations 2018](#) [EYFS Framework 2018](#), [Working Together to Safeguard Children \(WT\) 2018](#) and also [Keeping Children Safe in Education \(KCSIE\) September 2018](#), [Prevent Strategies and Sexual Violence, Child Sexual Exploitation, February 2017](#) and [Sexual Harassment between Children in Schools and Colleges May 2018](#), [LCSB \(Kensington and Chelsea – K&C\)](#), [UKCCIS Guidance on Sexting in schools 2017](#)

Designated Safeguarding Lead (DSL) Mrs Griggs, (who is lead person for Nursery and Reception - EYFS) and covers both sites

Deputy Designated Safeguarding Leads based at Brechin Place
Mrs Flavia Rogers – senior management team (member of the LLP)
Miss Day - Head of Lower School
Mr Larvin - Bursar

Deputy Designated Safeguarding Leads based at Penywern Road
Mrs Eleanor Dixon – headteacher at 20 Penywern Rd (member of the LLP)
Mrs Jackie Easton – Head of Lower School
Mr Barry Easton - Bursar

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Falkner House is committed to safeguarding. Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. The safeguarding and welfare requirements are designed to help Falkner House create high quality settings which are welcoming, safe and stimulating, and where children are able to enjoy learning and grow in confidence.

Aims are to:

- Safeguard and promote the best interests of all of the children at the school.
- Ensure that the school's welfare and safeguarding policy and its implementation is in line with recent legislation and guidance (listed above) and that it is regularly updated and monitored by the proprietors
- Ensure that any concern a pupil may have will be dealt with in a friendly and supportive manner.
- Ensure that any weaknesses or deficiencies in child protection arrangements are remedied without delay.
- Teach pupils how to keep themselves safe and reduce risks online, at home, with their peers and with adults.
- Ensure that each pupil will develop the understanding that staff can be trusted to help in any situation.
- Provide a secure environment for pupils to talk to adults who can give help if and when required.
- Ensure safe recruitment procedures. (please see Recruitment, Selection and Disclosure Policy)
- Create a culture of fairness, non- discrimination, vigilance in terms of all the pupils and staff at the school.
- Create an environment and ethos where staff can raise concerns and are supported in any safeguarding role.
- Deal with concerns about a child without delay and in accordance with local authority inter agency procedures and to give early help to children who may benefit from this.
- Promote by every means possible in and out of the classroom an atmosphere that promotes mental health and wellbeing for both pupils and staff

THE RESPONSIBILITIES OF ADULTS

Every person over the age of 16, with parental responsibilities, charge or care of a child under 16, has responsibilities with regard to the child's welfare, and can be held liable for failure to meet them. Action can be taken for failing to act upon the child's disclosure or upon justified concerns which had been expressed to a teacher or for encouraging, or turning a blind eye to, or failing to protect a child from abuse. The LLP members, Headteacher and staff fall within the definition of those having "charge" or "care" of a child. Criminal liability arises if the adult: "wilfully assaults, ill-treats, neglects, abandons, or exposes him in a manner likely to cause unnecessary suffering or injury to health." This includes mental as well as physical health, and applies whether or not harm actually occurred. It is sufficient that it was "likely" to occur.

Adults are all to know and understand

- The Falkner House Code of Behaviour (staff)
- The Falkner House Safeguarding and Child Protection Policy including KCSIE Part 1 and Annex A
- The Falkner House Behaviour Policy

Adults are all to:

- Know that any pupil may approach any member of staff and seek advice or help.
- Listen to children, to respond and act without delay when a child tells about abuse, or wishes to talk about a private problem
- Know that children with SEN or disabilities can face additional challenges.
- be aware that: a child may disclose abuse, or a third party express concern to a member of staff or they may receive an anonymous allegation concerning an early sign of abuse or neglect.
- act always in the best interests of the child
- be observant so as to recognise variations in pupil behaviour which may indicate emotional and physical concerns or possible abuse (children in need who might be candidates for additional support or help via Early Action or at risk). If there are any such concerns about a child, staff must liaise promptly ideally with the DSL in the first instance. **Any individual teacher may also report directly and without delay to Social Services (SS) to discuss either the case itself or how best to proceed refer. Staff may refer immediately to children's social care a child who is in immediate danger or is at risk of harm (contact details below).**
- report to the Police if a crime may have been committed,
- note that decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, are normally taken in consultation with parents and pupils. Where there are reasonable grounds to believe that a child is at risk of significant harm, a referral will be made without consulting parents. Further discussions with parents will follow recommendations of the Social Services.
- be aware that they cannot promise absolute confidentiality, since after listening to the concerns raised, if they have any doubts on the matter, they should report the episode immediately to the DSL Mrs Griggs or in her absence the appropriate DDSL. A verbal report or conversation must be followed up promptly by a written report to be given to the DSL or DDSL who will add it to the school behaviour log.

- keep any allegation confidential (aside from discussions with the DSL). Sensitive information must only be shared with those who need to know
- respond without showing signs of disquiet, disbelief, anxiety or shock
- enquire casually about how an injury was sustained or why a child is upset
- listen with care to the views of the child and reassure the child that he/she is not to blame and affirm the child's feelings as expressed (don't tell the child how he/she should feel)
- avoid being judgmental about the information given by a child
- observe carefully the behaviour or demeanour of the child or the person expressing concern
- establish what are the child's wishes/feelings regarding reporting to SS. These may well be overridden by the school's duty to refer. KCSIE is unambiguous on this point.
- record in detail and immediately in the pupil's file what they have seen or heard and any referral
- not interrogate or enter into detailed investigations or ask leading questions; rather encourage the child to volunteer information until it is possible to decide whether or not a referral is appropriate
- familiarise themselves with school procedures and policies for Child Protection and Safeguarding
- provide a caring environment for pupils where trust between pupils and staff can develop
- give guidance to pupils experiencing difficulties of a sensitive nature within school or at home
- further enhance the relationship between parents and school for the benefit of each pupil
- adhere to the school staff code of behaviour and internet and data privacy policy and code of practice.
- be aware that the normal referral processes are available when there are concerns about children at risk of being drawn into terrorism and that staff have a responsibility to try and prevent any such radicalisation – see section below on Prevent
- ensure children receive the right help at the right time to address risks and prevent issues escalating
- and to thus be aware of the importance and relevance of the early help process and to be prepared to contribute to a co-ordinated offer of 'early help' in accordance with WTSC.
- Children who are in need of additional support should be referred to the Local Authority who will use the SAF and TAC approaches.

THE DSL (or other staff member) SHOULD:

- decide promptly level of risk. If it is considered that the child at immediate risk, has suffered or is likely to suffer significant harm immediately report to Social Services (parents and pupils do not need to be informed in this situation).
- decide promptly whether to contact the social services who are always prepared to keep formal or informal advice on clear-cut or borderline cases
- identify to the relevant local assessment team any child who needs additional early support from one or more agencies (parents and pupils would generally, but not necessarily, be involved in such a referral)
- log in the Falkner House Behaviour Log and manage appropriately e.g. involving parents or the relevant local assessment team any issue that appears more minor
- consider the need for support for the child and for the member of staff who made the report.
- decide if medical treatment or assessment is required
- examine the implications for siblings and other members of the child's family
- examine the implications for other pupils
- decide whether parents should be informed after advice (if relevant) from Social Services. If the alleged abuse is of a sexual nature, social services will be informed without prior reference to parents.
- consider the likely attitude of parents/guardians
- be aware of the immediate welfare of child -how does he/she get home? Is there a fear of going home?
- keep accurate confidential minutes of every meeting and any notes about referral decisions and rationale (kept in a child's personal notes)
- share information with relevant agencies and be aware of the importance of 'inter-agency working' i.e. be aware of the 'common assessment framework' (CAF) or the 'team around the child' (TAC)
- give a report of the incident in confidence to the Members. If the allegation is against a member of staff, they will be named since the LLP is responsible for his/her employment
- Notify K&C SS of any child who is fostered.

The responsibilities of the DSL Mrs Griggs (in her absence, Miss Lisa Day –DDSL, Mrs Easton - DDSL and Mr Larvin or Mr Easton –DDSL) all of whom cover EYFS are to:

- follow KCSIE Part 1 and Annex A 2018 and ensure all duties are included
- ensure safe recruitment (DBS checks, compliance with ISI Standards Regulations and the Childcare Disqualification Declaration) (please see Recruitment, Selection and Disclosure Policy). Mr Larvin, Mrs Easton and Mr Easton are trained on safe recruitment and one is on the relevant panel for every appointment
- supply all members of staff with a written copy of this policy and emphasise its importance.
- supply staff with a behaviour policy which governs appropriate conduct with children
- log in the staff personnel file signatures acknowledging the
 - Staff code of Behaviour
 - Staff internet and data privacy policy and code of practice
 - Child Protection Policy
 - Falkner House Childcare Disqualification Declaration
- organise staff training on child protection every two years and, in the case of refresher training, annually.
- help and guide children to protect themselves from abuse (see PSHEE policy)
- liaise with other agencies on general issues relating to child protection
- pass on any information or paperwork connected with an individual child's Child Protection or Safeguarding case history to their subsequent school
- ensure if possible that external centres etc. used by the school have safe recruitment practices
- report promptly within four weeks (offering as much evidence about the circumstances of the case as possible) any person (employed, contracted, volunteer or student) to the DBS whose services are no longer used for regulated activity when DBS referral criteria are met – i.e. who has harmed or posed risk of harm to a child. and who has been removed from working (paid or unpaid) with children, or would have been removed had he or she not left earlier Compromise agreements cannot be used to prevent a referral to the DBS when such a referral is legally required.
- meet responsibilities under the Safeguarding Vulnerable Groups Act 2006
- The School will hold two emergency contact numbers for each child.

Selection and Appointment of DSL – Mrs Griggs

Mrs Griggs as Principal is the most senior member of staff and ultimately takes responsibility for the school. As the principal member of the partnership it is only logical that she should take the role of DSL. As DSL, Mrs Griggs is to maintain an overview of safeguarding within the school, to assist staff to understand and discharge their role and responsibilities, to keep open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in practice. The DSL also takes responsibility to review individual member of staffs' practice and to offer opportunities to discuss any concerns they may have of welfare and safeguarding matters. The Partnership as a whole has responsibility for safeguarding but Mrs Dixon is the member of the partnership with specific responsibility overseeing safeguarding and Child Protection.

Selection and Appointment of DDSLs

It is critical that there are a number of experienced DDSLs in both buildings. They have been carefully chosen for their seniority, experience and independence from the members of the LLP. In view of the structure of the school it is crucial that some of the DDSLs are not part of the LLP

Training and Induction

The DSL receives updated child protection training (from K&C) including inter-agency training every two years. All staff (including part-time and voluntary staff) are regularly trained in child protection in line with advice from the Tri borough Local Safeguarding Children Board (LSCB). The DSL updates her knowledge and skills regularly by taking note of safeguarding developments and passes on such knowledge on at least an annual basis to the rest of the staff. The LSCB has been consulted and recommends refresher training for all staff annually which takes account of any staff turnover or changes in national or local guidance which can be delivered via the safeguarding lead in the school or commissioned from the safeguarding team in the Local Authority Any staff (full or part time, temporary or permanent paid or volunteers) who start at Falkner House in the interim period are trained by the DSL. **All staff including agency and volunteer staff are required to have read, be aware of and comply with the Staff Code of Behaviour and all Falkner House policies, including Part 1 and Annex A of KCSIE.**

LCSB – due to be changed during 2018 -2019 as a result of Working Together 2018. The new arrangements will be a partnership of the Local Authority, clinical commissioning group and the police.

All staff are trained to understand the safeguarding policy and procedures, and have up to date knowledge of safeguarding issues. Such training enables staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way and to share information quickly and to challenge inaction. They may be abused by an adult or adults or by another child or children. Staff should always consider contextual matters such as the wider environmental factors in a child's life that may be a threat to their safety and or welfare. Staff must keep abreast of concerns to check whether matters are improving

Falkner House staff are also trained to be alert and to follow school protocols in connection with the following specific kinds of abuse which are detailed in KCSIE annex A :

- **CHILDREN AND THE COURT SYSTEM AND CHILDREN WITH FAMILY MEMBERS IN PRISON**
- **CHILDREN MISSING FROM EDUCATION (CME)**

School staff follow the school's procedure for dealing with children that might have run away from home or go missing from Falkner House, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. Falkner House asks all parents for at least two emergency contacts for their child.

The DSL would inform Social Services of any child who went missing from education or who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and Social Services (or in default of such agreement, at intervals determined by the Secretary of State). To identify such children, all "starters and leavers" aged over five years old at Falkner House at non-standard 'in year' transition points, will be notified to the relevant Admissions Team at RBK&C via the s2s website. The team will be informed by the Bursar at Falkner House within five days when:

- The school is about to delete a pupil's name from the admission register. Details will be given to the team of the pupil's residence, the name of the person with whom they reside, the date from which they will reside there, and then name of the destination school (if this information can reasonably be obtained and new home address if the pupil is moving to a new school).
- The school is registering a new pupil. Details will be given to the team of the pupil's address and previous school (where they can reasonably obtain this information).
- A child has not arrived at the school as expected (the school having already carried out our own checks).

- **CHILD SEXUAL EXPLOITATION**
- **CHILD CRIMINAL EXPLOITATION: COUNTY LINES**
- **DOMESTIC ABUSE**
- **PREVENTING RADICALISATION**

The general level of risk has been assessed as very low. This conclusion has been reached on account of the:

- fact that all staff are fully aware of and endorse every aspect of the Prevent strategy and are well aware of the appropriate mechanisms to raise concerns;
- fact that we would not tolerate any member of staff, visiting speaker or agency worker displaying extreme or divisive views/behaviours;
- fact that no extremist or terrorist material has ever or would ever be displayed on school premises;
- fact that school premises would never be made available to organisations supportive of terrorism etc.;
- strong whistleblowing culture;
- school being closely linked with RBK&C and being very comfortable with sharing extremism related concerns externally;
- young age of the pupils;
- the moderation and conservatism of Falkner House families. Parents will have chosen Falkner House in part because we clearly endorse fundamental British values: democracy, free speech, tolerance, nonviolence etc.
- the fact that children are taught to be alert to the risks associated with extremism and they are made aware, in an age appropriate fashion, of the dangers of social media and grooming in this context.
- the strength of our ICT policy

Although the risk of extremism/radicalisation is assessed as low the school is still highly aware of the dangers and actions that must be taken as part of Prevent duties. The school's community base indicates it to be low risk (as discussed with our Bi Borough Prevent Officer) despite our geographic area. The DSL is responsible for Prevent and thus for identifying and protecting individual children who may be at risk of any form of radicalisation or being drawn into terrorism or extremist activity. Any concerns whatsoever of the DSL will be noted on the Behaviour Log and referred immediately to the Bi Borough Prevent Officer (details above). The DSL oversees and coordinates Falkner House's implementation of the Prevent duty. The DSL has been trained in Prevent and provides suitable support and training to all members of staff. The DSL has made enquiries from the Bi Borough Prevent Officer as to WRAP and will follow their guidance.

Falkner House is aware of its duty to build resilience to radicalisation in large part through our promotion of Fundamental British values. In addition, the PSHEE syllabus teaches pupils to manage risk, resist pressure, make safer choices and seek help if necessary. Our teaching across the curriculum focuses where appropriate on the values of democracy, diversity, mutual respect and the good management of contentious

The Falkner House internet policy ensures that there is no access through the internet to terrorist or extremist activity in school. Home use of the Falkner House i-pads (Years 5 and 6), including web sites visited, is carefully monitored. The Falkner House IT and PSHEE policies cover the dangers of on line grooming for radicalisation and children are taught how to stay safe on-line both in school and at home. Staff and children are thus made aware of the risks posed by the on-line activity of extremist and terrorist groups.

The DSL is aware that a child missing from school could be being drawn into terrorism or extremist activity. By virtue of the young age of our pupils this would always be with the knowledge/ encouragement of their family. If the DSL has any such concerns the Bi Borough Prevent Officer would be contacted promptly.

Proposals for visiting speakers are discussed with the DSL who follows the Visiting Speaker Policy to ensure they are both suitable and supervised at all times when on site. In practice all speakers will be well known to the school.

The training from the LSCB includes Prevent awareness. The DSL undertakes a risk assessment as to whether staff should undertake Channel on-line general awareness training. If considered necessary, staff complete this on-line training so as to give them the knowledge and confidence to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to know how to refer children and young people for further help.

- **PEER ON PEER ABUSE including BULLYING see also the school's behaviour and anti-bullying policy**

This type of abuse is not tolerated – sanctions, support and management are detailed in the school's behaviour policy. Such abuse may become a safeguarding issue and would then be dealt with in accordance with school protocol.

- **SEXUAL VIOLENCE AND HARASSMENT BETWEEN CHILDREN**
- **FEMALE GENITAL MUTILATION (note the mandatory reporting duty)**

SAFEGUARDING (please also see the school Staff Handbook and the Health and Safety Policy)

Falkner House safeguards children in a variety of manners. Staff are governed by a behaviour policy (Staff Code of Behaviour) which lays down an appropriate professional standard of conduct in terms of giving proper emotional and physical support to all pupils. Children are taught directly and indirectly in lessons, assemblies and most of all by example, the means and the importance of keeping themselves safe. They are taught to recognise when they are at risk and how to get help when they need it.

In terms of **physical safety**, the following is routine:

- Fire practices
- Secure external doors and locks on windows
- Children never leaving the premises unsupervised
- All reasonable steps are taken to prevent unauthorised persons entering the premises,
- Checking the identity of all visitors
- Obtaining an enhanced DBS check and other required checks on all employees and all those over 16 who look after children or who live on the premises children to ensure they are suitable to fulfil the requirements of their roles. Effective systems are in place to ensure that teachers, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.
- Not allowing people whose suitability has not been checked, including through a DBS check, to have unsupervised contact with children being cared for.
- Telling staff that they must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).
- Falkner House must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records disclosure, reference number, the date a disclosure was obtained and details of who obtained it) as part of the SCR
- Children are only released into the care of individuals who have been notified to the school by the parent, and thus parents are required to notify school in advance if anyone other than parent or known carer is to collect their child
- Teachers are prohibited from being under the influence of alcohol or any other substance which may affect their ability to care for children. If teachers are taking medication which may affect their ability to care for children, those teachers should seek medical advice. Those teachers only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- Staff medication on either premises (including in handbags etc.) must be securely stored and out of reach of children, at all times.
- Medical protocols are updated annually, for all children with significant medical conditions or needs
- Risk assessments are reviewed at least annually (and acted on) for all aspects of school life including school visits
- Registers are taken before start of morning and afternoon school. A note of the number of children in the class is displayed for easy reference in an emergency. Children or adults leaving the school during the school day e.g. for a medical appointment have to sign in and out in the office. Parents are called immediately in the case of an unexplained absence
- Only use first names of children when publishing photographs so as to preserve identity
- Particular care is taken when children are engaged in one on one teaching – either academic, music or sport. Staff are given additional training, music rooms all have glass internal windows / doors and doors are generally kept open during individual lessons.

In terms of **emotional safety**, the following is routine:

- All children know that they can talk to any adult regarding any matter;
- Refer to Mental health and behaviour in schools (March 2015) and/or Counselling in schools: a blue print for the future (March 2015) if further guidance is required;
- There is a clear no- bullying culture supported by the behaviour policy;
- Kindness to others is regarded as paramount;
- Very close contact between school and home means children feel secure;
- Recommendation to parents to seek external professional advice from a therapist if this seems appropriate
- There is always a happy atmosphere within the school
- Pupils are not allowed personal mobile devices at school (aside from their school i-pad which is only used in the classroom or in supervised homework) or on trips etc. Please also see the Falkner House Parents Guide to technology and the Falkner House internet Policy.

WHISTLEBLOWING

The open and collegiate atmosphere at Falkner House makes it easy for staff to raise any concerns (including poor or unsafe practice and potential failures in the school's safeguarding regime and financial irregularities) with **senior staff**. Staff are highly valued and the general practice in the school is both open and reflective making it easy for staff to express their opinions. Staff are trained that any concern should be mentioned immediately (and the threshold for such concerns must be minimal) to the DSL or Miss Day or Mr Larvin at FHG or Mrs Easton or Mr Easton at FHB who deputise and would always take any such concern seriously and decide what action should be taken. The nature of the school means that staff know that they would be supported and assisted emotionally and practically through a whistleblowing process. There is provision for mediation and dispute resolute where necessary as well as transparency and accountability in relation to how concerns are received and handled. The NSPCC whistleblowing helpline (0800 028 0285) is available to staff who do not feel able to raise child protection failures internally.

STAFF BEHAVIOUR CODE OF CONDUCT - INTERACTION WITH PUPILS

To protect children from abuse, and to mitigate against staff vulnerability to allegations of any harm/abuse, the natural inclination to comfort and reassure children through physical contact should be curbed, and impulse restrained, by a considered assessment of the situation. It is not that physical contact is never permissible, but adults touching children or monitoring clothes changing or supervising when on overnight trips must operate within understood limits and within age appropriate boundaries. Contact outside those limits must be a considered response which can be justified if necessary. Physical contact may be for the purpose of care/instruction/restraint. Restraint should involve only the minimum force necessary to protect children at imminent risk of burning themselves or others, or inflicting damage to property. Should such physical restraint appear necessary colleagues should, if at all possible, be summoned to assist. The incident must be noted in the pupil's notes and the parents informed.

Rigid rules about what is and is not permissible are not acceptable, and are difficult to implement. The simplest advice is to try, as far as is possible, to avoid being alone with a child. Where one-to-one contact does happen e.g. in one on one music lessons, individual tutoring, guidance or interviews, then it should be arranged with others where possible, within ear shot or vision and whenever practicable, with the door open. Any unusual situation e.g. where a member of staff has had to be alone in a taxi with a child this occurrence should be immediately reported to the Headteacher. Members of staff should not transport a child in their own car without prior consent from the Headteacher. Please see the following https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

USE OF MOBILES, IPHONES AND CAMERAS (including EYFS)

Photographs of pupils by staff should only be taken using a school device in connection with normal school activities e.g. trips, sporting events, or for academic purposes. Any such 'school photograph' must immediately be deleted from the device once they have been promptly uploaded to the school website, the school's IT system or sent to the relevant parent. No 'school photograph' is to be uploaded to any social media site or to any website unauthorised by the Headteacher. If members of the public are observed photographing / videoing Falkner House pupils in the playground or off site staff should politely ask them to stop.

Please see also the Staff Code of Behaviour which includes the Staff Internet and Data Privacy Code of Practice

ALLEGATIONS AGAINST:

THE DSL who is the PRINCIPAL

This must be immediately reported (without notifying the head) either to the LADO the term for the designated officer in K&C) directly or a DSL who will inform the LADO (immediately (contact details below). The DDSL will then follow the instructions of the LADO and, if required, make up a panel to report to the LADO consisting of herself, the bursar and at least another senior member of staff. Before undertaking any investigations of an allegation the LADO must be consulted within one working day. If required by the LADO, the DDSL will also inform Mrs Rogers or Mrs Dixon who are other members of the Partnership.

LLP MEMBERS other than the DSL (which include the two headteachers)

This must be immediately reported to a non-family DDSL who will inform the LADO immediately and within one working day (contact details below). The DDSL will then follow the instructions of the LADO and, if required, make up a panel to report to the LADO consisting of herself, the bursar and at least another senior member of staff. If required by the LADO the DDSL will also inform the other members of the Partnership.

STAFF (INCLUDING VOLUNTEERS)

Any allegation against a member of staff must be reported to the DSL (or DDSL in the case of the DSL's absence; they must keep the DSL informed). It must be taken seriously and managed without delay. Before undertaking any investigations of an allegation the LADO must be consulted within one working day. A course of action must be agreed upon with the LADO. In a case of serious harm, the police are to be informed from the outset and in this situation, the LADO should also be informed within one working day. Discussions should be recorded in writing and communication with both the individual and the parents of the child / children concerned agreed. Careful consideration, with due weight given to the LADO's views must be given as to whether suspension is warranted. Every effort must be made to maintain confidentiality and to avoid unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence or the DfE / NCTL publish information about an investigation or decision in a disciplinary case. In the event of enquiries being made by other parents, they should be told only that an allegation of misconduct has been made against a member of staff and that it is being investigated. No further information is to be given without legal advice. If there has been a substantiated allegation against a member of staff, then the LADO will be involved to help determine any possible improvements to policy or practice to help prevent similar events in the future.

OTHER PUPILS / PEER ON PEER (please see the school's behaviour and anti-bullying policy)

In minor incidents, the school's normal disciplinary procedures should apply which will include a written record being made in the school behaviour log. All staff are trained in how to manage peer on peer violence. Both the perpetrator and the victim should be treated as being of risk but equally the victim will always be closely and sympathetically supported by the school staff. When there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm' the DSL needs to be informed. In this situation the DSL will inform social services and the parents of the victim and the alleged perpetrator. The DSL may wish to discuss with the victim and their parents whether there should be police involvement.

FAMILY MEMBERS

If it is suspected or reported that child abuse or domestic violence may be occurring within a family, then the school will consult with Social Services to determine when and how to take forward communication with the parents. Only the DSL can make this decision after consultation with Social Services. If a matter is deemed sufficiently serious or if the child alleges that they have been abused or if the School believes that by contacting the parents, the child may be placed at greater risk, then the DSL will contact the Duty Officer at the Social Services before any contact is made with the child's parents. Social Services will give advice about the next steps. Any fears of the children in these situations must be sensitively handled, and social workers informed of these fears and concerns. If both the reporter and the Child Protection Co-ordinator believe there to be clear and immediate evidence of abuse caused by a known person, then immediate contact will be made with the Police. The Police will take the responsibility of informing all other appropriate agencies

LEGAL CONCERNS

DEFAMATION - One of the main concerns quoted by adults in their reluctance to report suspicions of abuse is the fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded. To be defamatory, a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by "qualified privilege" if it is made to the appropriate authority in response to a duty whether legal, moral or social or in the protection of an interest.

BREACH OF CONFIDENCE - If certain conditions are met, information may be regarded as confidential. Passing on confidential information without permission could lead to an action for breach of confidence. If the conditions listed below are satisfied and an action is raised, it would be a defence to show that the information was passed on in pursuit of the public interest. As there is a clear public interest in the protection of children, it is difficult to envisage any such action succeeding. Information would be regarded as confidential if:

- The information disclosed was confidential in character (not for example, a matter of public record, such as a person's age)
- Disclosure has or would cause actual harm to the person whose confidence was breached
- One could infer that the confider did not want the information passed on.

CONFIDENTIALITY - Confidentiality is an important issue for children, parents and professionals. Children and parents may wish to raise or share concerns, but be fearful of setting in train a series of events, which will have far-reaching and unwanted consequences. They may seek an assurance of confidentiality before expressing their concerns. Staff will also be concerned because they do not want to lose the trust of those who may have sought their help. Neither do they wish to feel responsible for initiating what might be seen as uncomfortable procedures but they recognise they have a responsibility towards the children.

Problems may arise when a child consults a member of staff about a problem and does not want that information to be shared with parents. Whilst staff will try to encourage children to share the information with parents, there may be circumstances in which any pressure to pass the information on could result in the child keeping the problem to themselves, or not sharing concerns in the future. Whilst every effort will be made to respect a desire for confidentiality, if serious concerns arise about a child's welfare, it may be necessary for that information to be passed on to the appropriate authorities. It will be made clear to those seeking advice that the staff member may not be able to promise confidentiality but that they will not breach the confidence without letting the person know that they intend to do so.

The policy of Falkner House is to work in partnership with parents in order to promote the welfare of children and to build up relationships of trust with children. Children and parents should feel able to raise concerns about safety and welfare with the school in the knowledge that these will be dealt with sensitively. Due to the nature of such concerns, the school will operate on the presumption that anything imparted in confidence will be treated in confidence. This is subject to three qualifications: -

1. Anything imparted "in confidence" to a member of staff or an associate of the school may be shared with a restricted number of colleagues, if that person feels in need of support and guidance
2. If serious concerns are raised about the safety or welfare of a child, the person approached may be obliged, in terms of the school's child protection procedures, to pass that information on to the DSL. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the child know their intentions
3. Falkner House School will, of course, pass on information when legally obliged so to do.

SAFEGUARDING AND CHILD PROTECTION CONTACTS

Bi - Borough (Royal Borough of Kensington and Chelsea (RBKC) and Westminster)

Tri-Borough (RBKC, Westminster and Hammersmith & Fulham)

Bi - Borough (Safeguarding and Child Protection Training, Consultation and Advice:

Hilary Shaw	07817 365 519	hilary.shaw@rbkc.gov.uk
Marissa Asli	07739 315 432	marissa.aslibangura@rbkc.gov.uk

Consultation & Advice about a child/young person resident in:

RBKC	Duty Line	020 7361 3013	Out of hours	020 7361 3013
Westminster	Duty Line	020 7641 4000	Out of hours	020 7641 2388
Hammersmith & Fulham	Duty Line	020 8753 6600	Out of hours	020 8748 8588

Tri-Borough Local Authority Designated Officer (LADO) for referral and management of allegations against staff: LADO referrals to be made to the following phone numbers/emails depending on the borough where the incident took place or where the employing agency is. The referral form to complete is embedded below. Referrals are dealt with by Child Protection Advisors who hold delegated LADO powers across all three boroughs.

Kembra Healy	07522 217 314	kembra.healy@rbkc.gov.uk
RBKC	020 7361 3013	LADO.Enquiries@rbkc.gov.uk
Hammersmith and Fulham	020 8753 5125	LADO@lbhf.gov.uk
Westminster:	020 7641 7668	LADO@westminster.gov.uk



LADO Referral
Form.docx

Tri -Borough Local Safeguarding Children's Board (LSCB):

Emma Biskupski	07779 348 3759	emma.biskupski@rbkc.gov.uk
Victoria Harris	07739 315 388	victoria.harris@rbkc.gov.uk

Bi Borough PREVENT – Advice, guidance, training queries and referrals to Channel Panel:

Jake Butterworth	020 8753 5843	jake.butterworth@lbhf.gov.uk
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NSPCC 0800 800 5000

Police 020 8246 0826 (or 101)

A full list of contact details is held by the school offices.

Notes of reviews:

Policy and procedures and the efficiency of the school's systems are examined and reviewed on at least an annual basis by the DSL, the member with overview of child protection and the DDSL's

On 5th October 2009, 31st March 2010, 14th September 2010 and 21st March 2013 the Bursar and the Headteacher at Brechin Place (who is the DSL) reviewed the whole policy and procedures and the efficiency of the systems in the light of ISI training. The relevant sections of the staff handbook and the policy were merged and a more holistic approach adopted and various details of the policy amended.

In April 2014 in the light of the new DfE publications in particular KCSIE the Bursar and the Headteacher again reviewed the whole policy and procedures and amended them accordingly.

23rd April 2015 the Policy was reviewed and approved by Hilary Shaw (Bi-Borough Safeguarding and Child Protection Schools and Education Officer). Her revisions have been incorporated

In January, June, and September 2015, after the publication of the new ISI regulations, and revised KCSIE and Prevent Duty, the Bursar, the Headteacher and the Proprietors reviewed the whole policy and procedures and amended them accordingly.

In July 2016 after the publication of the revised KCSIE the Bursar, the Headteachers and the Proprietors reviewed the whole policy and procedures and amended them accordingly.

In September 2016 the revised advice regarding "missing children in education" was incorporated into the Policy

28th March 2018 the telephone list was updated following advice from K&C.

20th April 2018 the advice regarding Sexual Violence and Harassment was incorporated into the Policy

10th September 2018 after the publication of the revised KCSIE the Bursars, the Headteachers and the Proprietors reviewed the whole policy and procedures and amended them accordingly

The next review is due on or before 5th September 2019

There is an annual meeting of the members of the LLP to discuss and review the Child Protection and Safeguarding Policy and the 'Falkner House LOG'. The minutes of this meeting are on the Behaviour Log

Training

Staff training

For all staff including inter-agency training of DSL and DDSL

Hilary Shaw K&C

18th April 2017

Refresher /induction for all staff conducted by DSL and Mrs Dixon

5th September 2018

Prevent training DSL (by Simon McTurk)

28th September 2015

Future dates

DSL and DDSL to be retrained

by

18th April 2019

Annual refreshers for all staff

by

5th September 2019

Induction for new staff (incl. Prevent)

by

date of arrival in school