

# **Bethany School Safeguarding & Child Protection Policy**

**September 2022**

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# **BETHANY SCHOOL SAFEGUARDING POLICY**

## **Incorporating Child Protection**

**September 2022**

This document has been reviewed with reference to the documents *Keeping Children Safe in Education 2022 (Appendix 1)*, *The Prevent Duty, Departmental advice for schools and childcare providers, July 2015*, *Working Together to Safeguard Children 2018*, *Guidance For Safer Working Practice For Those Working With Children and Young People in Education Settings 2022 (Appendix 2)*, and *The Children Act 2004*. These documents are kept on file in the school.

This policy should be read alongside departmental advice:

*What to do if you're worried a child is being abused, DfE (March 2015)*,  
*Information Sharing: Advice for practitioners, DfE (July 2018)*, and  
*non-statutory interim guidance on safeguarding in schools, colleges, and other providers*.

**This policy is written in line with our:**

- Staff Recruitment Policy
- Online Safety Policy and ICT acceptable use agreement
- Preventing Extremism and Radicalisation Policy
- Whistleblowing Policy
- Good Behaviour and Discipline Policy
- Anti-bullying Policy
- SEND Policy
- Mental health and wellbeing policy
- Attendance policy (incorporating children missing from education)
- Staff Code of Conduct Policy (incorporating 'Low level concerns')

These are all available on request from the school office or via the school website

## **SCHOOL STATEMENT**

Bethany School is a Safeguarding School. Safeguarding and promoting the welfare of children is defined for the purposes of this policy 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; and taking action to enable all children to have the best outcomes.

Bethany school strongly believes that as precious gifts from God (Psalm 127 v 3), our children's welfare is paramount. We take seriously the Biblical command to 'learn to do right, seek justice, defend the oppressed' (Isaiah 1v17) and we recognise that "the prayer of a righteous person is powerful and effective." (James 5:16). We commit ourselves to regular prayer, in our homes and in Bethany School, regarding child protection issues, and will take action to safeguard and promote the welfare of the children in our school.

We will invoke child protection procedures where necessary. We are committed to safeguarding children and young people, and creating a culture of vigilance where everyone who works in our school shares this commitment. We acknowledge that safeguarding is everyone's responsibility. All adults in our school take welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. Our concern is to always act in the best interest of the child.

The terms 'child' and 'children' includes everyone under the age of 18.

## **GOVERNORS AND LEADERS RESPONSIBILITIES**

The Bethany School Governors take seriously their responsibility to protect and safeguard the welfare of children and young people entrusted to the school's care. The Governors will ensure that persons with leadership and management responsibilities at the school demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the independent school standards are met consistently; and actively promote the well-being of pupils according to section 10(2) of the Children Act 2004(a).

The Governors will ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored. They will also ensure that if there is no trained DSL on site, a senior member of staff will be identified to lead on safeguarding issues.

Our Head Teacher and Designated Safeguarding Lead is Mr David Charles. His role in Safer Recruitment is to ensure that the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with the children. He provides support and direction to staff members to carry out their safeguarding duties and to liaise closely with other services such as the Local Authority Designated Officer (LADO), the police, and the Clinical Commissioning Group (CCG), when managing referrals. (see Appendix 3 for role of the DSL)

Our Deputy Designated Safeguarding Lead is Mrs Sarah Walker. Her role is to provide support to the Lead and be available if the Lead is unavailable.

Our Chair of Governors is Ben Udejiofo. His role in Safeguarding is to take the lead in dealing with allegations of abuse made against the Head Teacher.

Our Safeguarding Governor is Mrs Nicola Wilkinson. Her role in Safeguarding is to take leadership responsibility for the school's safeguarding arrangements.

The Governors recognise the need to build constructive links with childcare agencies, and will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

The Governors are committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within school activities.
- Ensuring safeguarding is taught 'as part of providing a broad and balanced curriculum', including online safety.
- Employing the expertise of the staff when reviewing safeguarding policies and providing opportunities for staff to contribute to and shape safeguarding arrangements and the child protection policy.
- Encouraging and supporting parents/carers.
- Ensuring that staff members are given support and training.
- Ensuring all staff have an awareness of safeguarding issues that can put children at risk of harm - behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting put children in danger.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory childcare authorities.
- Ensuring the DSL and staff are aware of and follow local safeguarding partnership arrangements so that the school contributes to multi-agency working in line with statutory guidance, Working Together to Safeguard Children.

Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

## **SAFE RECRUITMENT**

Governors and Senior Leaders will follow the procedures laid out in the school's 'Staff Recruitment Policy' to comply with best safe recruitment procedures. This includes safe recruitment practices and supervision and training for teachers, parents and other adults who work in the school in line with nationally published guidelines (KCSIE). All Governors will undergo an enhanced Disclosure and Barring Service (DBS) check via 'Thirty-one eight,' right to work check, managers list section 128 check and will complete child protection training. Their names and photographs will be published on the school website.

## **PARENT INVOLVEMENT**

Parents involved with Bethany School understand that children are God's gift to our families (Psalm 127:3). Our children are 'wonderfully made' (Psalm 139:14) and, as parents, we recognise our duty to bring them up in the 'nurture and admonition of the Lord' (Ephesians 6:4). This involves parents lovingly training their children to do what is right and protecting them from anything that would cause them harm. All parents are members of Bethany School and are therefore bound by the safeguarding policy. We recognise that everyone who encounters children and their families has a role to play in safeguarding children. We are all able to identify concerns early and provide help for our children, to prevent concerns from escalating, and we form part of the wider safeguarding system for children. (See *Working Together to Safeguard Children July 2018*).

Parents are given safeguarding information, covering issues of child protection, online safety and the school safeguarding policy in "new parents training", as an annual update in parents meetings and via email handouts. Our safeguarding and online safety policies are available via the school website and in the school office, and links to KCSIE and other helpful resources are provided.

## **SCHOOL STAFF AND VOLUNTEER RESPONSIBILITIES**

All staff members in the school must read the content of this policy. The *Teacher Standards 2012* states that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All staff that work directly with children must read Part 1 of 'Keeping Children Safe in Education', and other relevant safeguarding policies provided in their induction. The school has systems in place to assist staff understand and discharge their role and responsibilities.

All staff must undertake a regular course on safeguarding and child protection that must be updated regularly (every three years according to Sheffield children's safeguarding partnership requirements). The School is committed to on-going training on such matters including yearly updates which will be undertaken at the beginning of each school year.

Bethany School recognises the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse and neglect by adopting an "it could happen here" attitude. All staff members have a responsibility to identify and promote the welfare of those who may be in need of extra help. Staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. They must take action to protect those who are suffering, vulnerable or are likely to suffer significant harm. When concerned about the welfare of a child, staff members should always act in the interests of the child.

They must report safeguarding concerns to the DSL. Staff have a responsibility to review and monitor the list of pupils on a regular basis and take appropriate action, working with other services as needed including use of the Early Help Framework

School staff value the children in their care and recognise their duty to listen to them and safeguard them and ensure their protection within school activities. School staff also care for the spiritual well-being of pupils in line with our Christian values.

Staff members must ensure that safeguarding is taught to pupils as part of a broad and balanced curriculum, including online safety, through various teaching and learning opportunities. Children are taught to recognise when they are at risk and how to get help when they need it.

It is unacceptable for those in a position of trust to engage in any behaviour which would be considered abusive. All staff agree to abide by the staff code of conduct which includes, among other things, acceptable use of technologies, staff/pupil relationships and communications using social media (see Code of Conduct Policy).

Bethany school staff will encourage pupils to see our school as a safe place where they are heard, and where they can explore and discuss controversial or difficult issues safely.

All staff and regular volunteers will undergo an enhanced DBS check (to be repeated at regular intervals) and a prohibition list check. External volunteers and parent volunteers with a curriculum responsibility will complete the volunteer induction process which complies with the safer recruitment procedures and may involve completing an application form and receiving references. It will always include safeguarding training.

## **EARLY HELP**

All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. Providing early help is more effective in promoting the welfare of children than reacting later.

Bethany school staff are aware of the issues that may potentially alert them to a child needing early help, including, but not limited to, SEND or mental health needs, young carers, those at risk of being drawn into criminal behaviour or radicalisation, children missing from education and others listed in KCSIE.

If staff members have concerns about a child, they should raise these with the school's Designated Safeguarding Lead, **immediately**.

If early help is appropriate, the designated safeguarding lead (or deputy) will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases should be kept under constant review and consideration given to a referral to children's social care for assessment for statutory services if the child's situation does not appear to be improving or is getting worse.

More information on Early Help is set out in Part one of KCSIE with full details of the early help process in Chapter one of Working Together to Safeguard Children.

## **CONTEXTUAL SAFEGUARDING**

Assessments of children should consider the wider environmental factors affecting the child's life that may pose a threat to their safety and/or welfare. If a referral to local authority children's social care is made, as much contextual information as possible should be provided as part of the referral process. More information can be found at <https://contextualsafeguarding.org.uk/>

## **SAFER WORKING PRACTICES**

The school has regard to the *Guidance for safer working practice for those working with children and young people in education settings 2022* underpinning principles as follows:

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way including self-reporting if their conduct or behaviour falls short of these guiding principles.

- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from the Head Teacher if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action, and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and their local authority safeguarding procedures.
- Staff should make themselves familiar with the relevant school documents and policies:

## **KEY TRAINING AREAS**

All staff will undertake a safeguarding induction when they begin working at Bethany School. They will attend annual update training delivered by the DSL/DSD on our Safeguarding Policy and be required to read Part 1 of KCSIE (see Appendix 1). Bethany School follows Sheffield Children's safeguarding Partnership Training pathway which requires, amongst other things, 3 yearly Basic Safeguarding Children training delivered by Sheffield Safeguarding Children Board. Training will highlight the signs and symptoms of abuse to look out for, contextual safeguarding issues that can put children at risk of harm, how to raise concerns (including low level concerns about adults), understanding the difference between identifying a safeguarding concern, identifying a vulnerable learner and identifying a child in immediate danger, the staff code of conduct including online guidance, safer working practices and the role of the DSL. Online safety training is an increasingly integral part of the whole school safeguarding approach and will be undertaken regularly (see 'online safety' policy for details). Relevant updates will be given throughout the year as needed in staff meetings and via email safeguarding bulletin/online safety newsletter. There is also a wealth of information, with links, to help schools and parents keep children safe online in KCSIE 2022.

Regular volunteers (including those who are parents) will also be required to read Part 1, "Information for all schools and college staff" of KCSIE each year. Signed record sheets will be kept demonstrating that this has taken place, overseen by the DSD (see volunteer file/parent training records).

The DSL and DSD will undergo updated child protection training every year to follow the Sheffield Safeguarding children in education training pathway.

## **IMPORTANT CONTACT DETAILS:**

Safeguarding incidents could happen anywhere, and staff should be alert to possible concerns being raised in this school.

To contact the following safeguarding staff members please call the school office in the first instance, and see posters displayed around the school and found in the safeguarding induction pack 'how our setting safeguards students'.

Our Head Teacher and Designated Safeguarding Lead is: Mr David Charles, 0114 2726994

Our Designated Safeguarding Deputy is: Mrs Sarah Walker 0114 2726994

Our Chair of Governors is: Ben Udejiofo

Our Safeguarding Governor is: Mrs Nicky Wilkinson

All staff members may raise concerns directly with Children's Social Care services via the Sheffield Safeguarding Hub.

The school will work with the local authority Designated Officer (LADO) as deemed appropriate. The LADO provides advice and guidance to employers and voluntary organisations that have concerns about a person working or volunteering with children and young people who may have behaved inappropriately, or you have received information that may constitute an allegation. All LADO referrals are made via the Sheffield Safeguarding hub

For further advice or help contact:

- Thirty-one Eight: 0845 1204550
- Sheffield Safeguarding Hub: 0114 273 4855
- Sheffield Social services Duty Social Worker: 0114 273 4491/273 4855
- The NSPCC Helpline: 0808 800 5000
- The NSPCC whistle-blowing helpline: 0800 028 0285
- The Police: 101 to report crime and other concerns that do not require an emergency response; 999 when there is danger to life or when violence is being used or threatened

## **CHILD PROTECTION**

The Bethany School safeguarding policy incorporates 'child protection' which relates to pupils who are suffering or likely to suffer significant harm due to neglect, physical, sexual, or emotional abuse, including extremism and radicalisation. Accordingly, the Governors have adopted the policy contained in the remainder of this document which sets out agreed guidelines relating to the following areas:

- The Prevent Duty
- Definitions of abuse
- Responding to allegations of abuse, including those made against teachers in the school.
- Appointing teachers/assistants
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders
- Safer Recruitment including the level of DBS checks that will be undertaken for volunteers and Governors

## **THE PREVENT DUTY**

All schools and colleges are subject to a duty under section 26 of the Counterterrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated safeguarding leads and other senior leaders in schools should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools (and also covers childcare). Designated safeguarding leads and other

senior leaders in colleges should familiar themselves with the Prevent duty guidance: for further education institutions in England and Wales. The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

### **Channel**

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

The designated safeguarding lead should consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives.

The school holds a separate Preventing Extremism and Radicalisation Policy with regard to these issues.

The full Government Prevent Strategy can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf)

The full Government Prevent Duty (2015) can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

### **THE ROLE OF THE CURRICULUM**

Bethany school recognises the crucial role of preventative education which keeps pupils safe and prepares them for life in modern Britain. We ensure that our pupils' spiritual, moral, social and cultural development is promoted throughout our school aims, behaviour norms and curriculum. Pupils are taught about the British and Biblical values of democracy, the rule of law, individual liberty, mutual respect and tolerance which underpin our society, and are taught how to identify and address issues. The broad and balanced curriculum includes age appropriate teaching about healthy relationships, boundaries and consent, prejudice and equality, recognising abuse and harassment and getting help.

The following resources, plus many more listed in Annex B of KCSIE help schools and colleges understand and teach about safeguarding:

- DfE advice for schools: teaching online safety in schools
- UK Council for Internet Safety (UKCIS)37 guidance: Education for a connected world
- UKCIS guidance: Sharing nudes and semi-nudes: advice for education settings working with children and young people
- The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors
- National Crime Agency's CEOP education programme: Thinkuknow
- Public Health England: Every Mind Matters
- Harmful online challenges and online hoaxes - this includes advice on preparing for any online challenges and hoaxes, sharing information with parents and carers and where to get help and support.

### **SIGNIFICANT HARM AND INDICATORS OF ABUSE**

Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Decisions about significant harm should be informed by a

careful assessment of the child's circumstances and discussion between statutory agencies and with the child and family.

The following definitions of child abuse are taken from the document *'Keeping Children Safe in Education'* 2022. They are indicators of abuse which staff should be aware of when considering the well-being of children and the likelihood that they may suffer significant harm.

### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

### **Physical Abuse**

A form of abuse which 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 fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse**

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

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and **all** staff should be aware of it and of the school's policy and procedures for dealing with it.

### **Neglect**

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. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **RECOGNISING AND RESPONDING TO ABUSE**

The following signs may or may not be indications that abuse has taken place, but the possibility should be considered.

### **Physical Signs of Abuse**

- Any injuries not consistent with the explanation given for them.
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for or participate in games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc., which do not have an accidental explanation.
- Cuts/ scratches/ substance abuse.

### **Indicators of Possible Sexual Abuse**

- Any allegations made by a child concerning sexual abuse.
- Any allegations made by a child concerning female genital mutilation.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia

### **Emotional Signs of Abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression/ aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/ or adults.
- Attention-seeking behaviour.
- Persistent tiredness
- Running away/ stealing/ lying

## **WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED**

See Sheffield Children's safeguarding partnership document below for detailed referral information, referral flow chart and contact telephone numbers. (Appendix 4)

[https://www.safeguardingsheffieldchildren.org/assets/1/referring\\_your\\_safeguarding\\_concerns\\_sept\\_22.pdf](https://www.safeguardingsheffieldchildren.org/assets/1/referring_your_safeguarding_concerns_sept_22.pdf)

A **'Concern'** is where you are troubled about a child's welfare, safety and wellbeing. Where a child is vulnerable, suffering significant harm or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or at immediate risk (ie early help or pastoral support in school). Weekly staff meetings provide opportunities for regular discussion and sharing information where appropriate, although concerns must be reported as soon as possible.

1. You must report concerns as soon as possible to Mr D Charles (DSL), who is nominated by the Governors to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the DSL, the matter should be brought to the attention of Mrs S Walker (hereafter the "Deputy DSL").
2. If the suspicions in any way involve the DSL or Deputy DSL, then the report should be made to the Safeguarding Governor who should contact the Local Authority Designated Officer (LADO).
3. Staff should only involve those who need to be involved when a child tells them he/she is being abused or neglected. Suspicions will not be discussed with anyone other than those nominated above
4. Although members of the school are expected to use the procedure stated in step 1, it is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from a reputable safeguarding agency. Please inform the DSL immediately, if you do so. If, however, you feel that the DSL or Deputy DSL have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope that by making this statement that we demonstrate the commitment of the school to effective child protection.

### **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT**

If a child has a physical injury or symptom of neglect, the DSL will:

1. Contact the Sheffield Safeguarding Hub for advice in cases of deliberate injury or when concerned about the child's safety. The school in these circumstances should not inform the parents.
2. Where emergency medical attention is necessary it will be sought immediately. The DSL will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/ carer and suggest that medical help/ attention be sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
4. If appropriate, the parent/ carer will be encouraged to seek help from the Local Authority.
5. Where the parent/ carer is unwilling to seek help, if appropriate, the DSL will offer to go with them. If they still fail to act, the DSL should, in cases of real concern, contact the local Safeguarding Children Hub for advice.

### **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the DSL will:

Contact the Sheffield Safeguarding Hub or Police Child Protection Team directly. The DSL will NOT speak to the parent (or anyone else).

1. If, for any reason, the DSL is unsure whether or not to follow the above, then advice from the 'Thirty one eight' or the LADO may be sought and followed.
2. Under no circumstances will the DSL attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the DSL is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the social services department or Sheffield Safeguarding Hub if there is no allocated social worker. It is the social services task to investigate the matter under Section 47 of the Children Act 1989

3. Whilst allegations or suspicions of sexual abuse will normally be reported to the DSL, the absence of the DSL or Deputy DSL should not delay referral.
4. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the DSL or Deputy DSL as to the appropriateness of a referral, that person retains a responsibility as a member of the public to report serious matters, and should do so without hesitation
5. The Governors will support the DSL or Deputy DSL in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

## **HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE OR NEGLECT**

It is not easy to give precise guidance, but the following may help:

### **General Points**

- If a child makes a disclosure regarding abuse or neglect, you must always take any such concerns seriously and follow the school's procedures for reporting allegations.
- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Tell the child you will need to let someone else know – don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

### **Helpful things you may say or show**

- "I believe you".
- Show acceptance of what the child says.
- "Thank you for telling me".
- "It's not your fault".
- "I will help you".

### **Do not say**

- "Why didn't you tell anyone before".
- "I can't believe it!".
- "Are you sure this is true?".
- "Why? How? When? Who? Where?"
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

### **Concluding**

- Again, reassure the child what you are going to do next and that you will let them know what happens (the DSL might have to consider referring to the Children, Schools and Families department or the Police to prevent a child or young person returning home if the school considers them to be seriously at risk of further abuse).
- Contact the DSL or contact the Children, Schools and Families department / Police/ NSPCC.
- Consider your own feelings and seek pastoral support if needed.

## **WHAT TO DO ONCE A CHILD HAS TALKED TO YOU ABOUT ABUSE**

### **The Procedure**

- Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when she/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.
- Use the form “reporting concerns sheet” located in the school office
- Report your discussion as soon as possible to the DSL. If the latter is implicated, report to the Deputy DSL. If all are implicated, report to the Safeguarding Governor, who should contact the Local Authority Designated Officer (LADO).
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- Once a child has talked about abuse the DSL should consider whether it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to take immediate action to contact the Sheffield Safeguarding Hub and/ or Police to discuss putting into effect safety measures for the child so that they do not return home.

## **HELPING VICTIMS OF ABUSE – THE CHILD’S WISHES**

As a Christian school, we are committed to supporting victims of abuse, and encouraging them in their faith.

The school will ensure the child’s wishes or feelings are considered when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback. Staff members should not promise confidentiality to the child and always act in the **best interests** of the child.

If a child – or their parent/carer – makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the school’s procedures for reporting allegations.

## **POLICY ON SUSPICIONS OR ALLEGATIONS OF CHILD ABUSE INVOLVING SCHOOL STAFF**

Staff, including volunteers, must be aware that they may be vulnerable to accusations of abuse and must, therefore, follow the schools code of conduct.

If there is an allegation or suspicion of misconduct about a member of staff, the Head Teacher must be informed immediately. Failure to do so may result in disciplinary action

If the allegation or suspicion in any way involves the DSL or Deputy DSL, then the report should be made to the Safeguarding Governor, Mrs N Wilkinson, who should contact the Local Authority Designated Officer via the Sheffield Safeguarding Hub and give as much information as possible. The school is required to inform the Disclosure and Barring Service as soon as investigations are completed, of any person, whether employed, contracted, a volunteer, or a student, whose services are no longer used because he or she is considered unsuitable to work with children.

The address for referrals is DBS customer services, PO Box 3961, Royal Wootton Bassett SN4 4HF - Telephone 03000 200 190. Failure by the school to make such a report could constitute an offence, leading to the school being removed from the DfE’s register of Independent Schools (legislation from The Education (Provision of Information by Independent Schools) (England) Regulations 2003. Compromise Agreements cannot apply in this connection.

The school will also make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

Schools and colleges have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left.

A person satisfies the harm test if they may harm a child or vulnerable adult or put them at risk of harm. It is something a person may do to cause harm or pose a risk of harm to a child or vulnerable adult. (See <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-the-harm-test>).

The Teaching Regulation Agency (TRA) will also be informed if staff are sacked due to safeguarding issues <https://teacherservices.education.gov.uk/>

Regard must be given to the section 'Allegations of Abuse Made Against Teachers and Other Staff', in the document 'Keeping Children Safe in Education', which is on file in the school office. This should be used in respect of all cases in which it is alleged that a teacher or member of staff (including supply staff and volunteers) in a school or college that provides education for children under 18 years of age has:

- Behaved in a way that has harmed a child, 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 **may** pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates he or she may not be suitable to work with children.

This is due to the principle of transferrable risk where an individual is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children. For example, domestic violence at home – even if no children were involved, could a child trigger the same reaction, and thereby be put at risk.

## **DUTY TO REPORT CONCERNS ABOUT AN INDIVIDUAL'S SUITABILITY TO WORK WITH CHILDREN**

There is a duty to report (including self-reporting) any incident in which an adult has or may have behaved in a way that is inconsistent with the organisation's staff code of conduct including inappropriate behaviours inside, outside of work or online.

Bethany school promotes an open and transparent culture where staff feel valued and are confident to report any concerns. We will ensure that all concerns about adult conduct are heard, received in a sensitive manner, taken seriously, actioned, recorded with clear outcomes and ensure all concerns that do meet the harm threshold are reported to the LADO within 24 hours.

Staff should recognise their individual responsibility to raise any concerns regarding behaviour or conduct (including low level concerns) that falls short of the principles outlined in this document and the staff code of conduct. It is crucial that any such concerns, including those which do not meet the harm threshold (see KCSiE), are shared responsibly and with the right person, and recorded and dealt with appropriately.

Staff members should:

- escalate their concerns if they believe a child or children are not being protected.
- report any behaviour by colleagues that raises concern.
- report allegations against staff and volunteers to the Head Teacher, or where they have concerns about the Head Teacher's response, report these directly to the Safeguarding Governor and Chair of Governors.
- follow the organisation's whistleblowing procedures as appropriate.
- where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, they should utilise other whistleblowing channels that are open to them as outlined in KCSiE.

The NSPCC 'what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by the school. Staff can call 0800 028 0285. The line is available from 8:00 AM to 8:00 PM, Monday to Friday or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **ALLEGATIONS AGAINST PUPILS**

Bethany School is aware that children can abuse other children (often referred to as child-on-child abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports where they believe a child may be at risk from it.

All staff should understand that even if there are no reports in the school it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding child-on-child abuse, they should speak to the designated safeguarding lead (or deputy).

School staff understand the importance of challenging inappropriate behaviours between children and should reassure victims that they are being taken seriously and that they will be supported and kept safe.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi-nudes images and or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm; and

- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

The School's policies on behaviour, bullying and discipline should be read in conjunction with this policy and will also apply to this situation. Bullying should be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm. A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation if it is considered to be in the interests of a child who might otherwise be at risk, in the interests of the pupils at large or to allow the investigation to proceed more effectively.

### **Actions the school will take**

The school deals with a wide continuum of children's behaviour on a day-to-day basis and most cases will be dealt with via school-based processes. These are outlined in the following policies:

- Good Behaviour and discipline policy
- Anti-Bullying Policy
- Online Safety and IT acceptable use Policy
- Attendance Policy
- Relationships and Sex Education Policy

The school will also act to minimise the risk of child-on-child abuse by ensuring the establishment provides a safe environment, promotes positive standards of behaviour, has effective systems in place where children can raise concerns and provides safeguarding through the curriculum via PSHE and other curriculum opportunities.

### **Action on serious concerns**

The school will take this issue as seriously as abuse perpetrated by an adult and address it through the same processes as any safeguarding issue. We also recognise that children who abuse others are also likely to have considerable welfare and safeguarding issues themselves.

Child-on-child abuse may be a one-off serious incident or an accumulation of incidents. Staff may be able to easily identify some behaviour/s as abusive however in some circumstances it may be less clear. In all cases the member of staff should discuss the concerns and seek advice from the Designated Safeguarding Lead (DSL).

When an allegation is made by a student against another student, members of staff should consider if the issues raised indicate that the child and /or alleged perpetrator may have emerging needs, complex/serious needs, or child protection concerns.

**Any suspicion or allegations that a child has been sexually abused or is likely to sexually abuse another child (or adult) should be referred immediately to the DSL, who will refer to the Sheffield Safeguarding Hub or the Police, straightaway.** However, staff may refer directly to the Safeguarding Hub or police, but please inform the DSL if you do so.

All allegations should be discussed with the Local Authority Designated Officer (LADO) **the day** the allegation is made known to the school and advice sought from the LADO. (contact via Sheffield Safeguarding Hub)

Particular considerations for cases where child-on-child abuse is a factor include:

- What is the nature, extent, and context of the behaviour including verbal, physical, sexting and/or online abuse? Was there coercion, physical aggression, bullying, and bribery or attempts to ensure secrecy? What was the duration and frequency? Were other children and /or adults involved?
- What is the child's age, development, capacity to understand and make decisions (including anything that might have had an impact on this i.e., coercion), and family and social circumstances?

- What are the relative chronological and developmental age of the two children and are there any differentials in power or authority?
- Is the behaviour age appropriate or not? Does it involve inappropriate sexual knowledge or motivation?
- Are there any risks to the child themselves and others i.e. other children in school, in the child's household, extended family, peer group, or wider social network?

The school will use resources on such issues to address these matters in PSHE.

**Resources on child-on-child pressure can be found at:**

<https://learning.nspcc.org.uk/research-resources/schools/resources-sexual-abuse-education-healthy-relationships>

### **Sexual violence and sexual harassment between children in schools and colleges**

Bethany School staff are aware of the particular risk of sexual violence and sexual harassment between children in schools and colleges as outlined in *KCSIE Part 5: Child-on-child sexual violence and sexual harassment*.

We understand that sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

School staff are committed to handling any such reports sensitively and in line with current guidance and are aware that some groups are more at risk (girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk).

Staff should be aware of the importance of:

- challenging inappropriate behaviours between peers;
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and,
- challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts.
- not dismissing or tolerating such behaviours, as this can lead to a culture of unacceptable behaviours, an unsafe environment for children, and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

### **Sexual Violence**

It is important that school staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below:

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

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

**Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. Staff should be aware that sexual assault covers a very wide range of behaviour so a

single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.

**Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

*For information on 'What is consent' see page 105 KCSIE 2022*

## **Sexual Harassment**

Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. 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 (the school will consider 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; and
- 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 nudes and semi-nudes images and/or videos; As set out in UKCIS [UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) (which provides detailed advice for schools and colleges) taking and sharing nude photographs of U18s is a criminal offence;
  - sharing of unwanted explicit content;
  - upskirting (is a criminal offence<sup>141</sup>);
  - sexualised online bullying;
  - unwanted sexual comments and messages, including, on social media; and
  - sexual exploitation; coercion and threats

Robust guidance on this matter may be found in Keeping Children Safe in Education Part 5.

Bethany School keeps a record of any reports of SVSH which is reported to Governors at the end of each academic year.

## **SPECIFIC SAFEGUARDING ISSUES**

Bethany School is alert to the specific safeguarding issues outlined in KCSIE 2022 in relation to the following issues. The relevant Sheffield Safeguarding Hub guidance will be referred to as needed.

<https://www.safeguardingsheffieldchildren.org/scsp/education/policies-procedures>

Links to **Additional Advice and Support** may be found on pages 154-160 of KCSIE 2022, which signpost schools towards further information on specific safeguarding issues.

- *Children with special educational needs and disabilities or physical health issues*
- *Child abduction and community safety incidents*
- *Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)*
- *County Lines*
- *Children and the Court System*
- *Children Missing from Education*
- *Children with Family Members in Prison*
- *County Lines*
- *Child-on-Child Abuse*
- *Female Genital Mutilation*
- *Mental Health*
- *extremist ideology and radicalisation*
- *So-called 'honour'-based abuse (including Female Genital Mutilation and Forced Marriage)*
- *Modern Slavery and the National Referral Mechanism (KCSIE 2022 page 147)*
- *Cybercrime (KCSIE 2022 page 143)*
- *Domestic Abuse – inc. 'teenage relationship abuse' (KCSIE 2022 page 144)*

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- [NSPCC- UK domestic-abuse](#) Signs Symptoms Effects
- [Refuge](#) what is domestic violence/effects of domestic violence on children
- [Safe Young Lives: Young people and domestic abuse | Safelives](#)
- [Domestic abuse: specialist sources of support - GOV.UK \(www.gov.uk\)](#) (includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse)
- [Operation Encompass](#) (includes information for schools on the impact of domestic abuse on children)
- *Bullying including cyberbullying - see our 'Online Safety Policy'*
- *Children requiring mental health support (See KCSIE 2022, page 15)*
- *Children who need a social worker (Child in Need and Child Protection Plans) (See KCSIE 2022, page 43)*
- *Drugs*
- *Fabricated or induced illness*
- *Faith based abuse*
- *Forced marriage*
- *Gangs and youth violence*
- *Hate – see [Educate Against Hate](#)*

- Homelessness – the DSL should be aware of the contact details and referral routes of the Local Housing Authority to enable them to raise concerns. Referrals to the Local Housing Authority should not replace referrals to children’s social care where a child is being harmed or at risk of harm. (See KCSIE 2022 page 146)
- Looked after children and previously looked after children (See KCSIE 2022 page 46)
- Private fostering (See KCSIE 2022 page 81)
- Sexting / Sharing nude and semi-nude images – See The UK Council for Internet Safety (UKCIS) non-statutory guidance on Youth Produced Sexual Imagery (YPSI), entitled ‘Sharing nudes and semi-nudes: advice for education settings working with children and young people’ and our ‘Sharing Nude and Semi-nude Images Policy’

## **OTHER SAFEGUARDING ISSUES**

### **Alternative Provision**

If the school places a pupil with an alternative provision provider, they remain responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil. The provider should provide written confirmation that appropriate safeguarding checks have been carried out on those working at the establishment.

### **Adults Who Supervise Children on Work Experience**

When organising work placements, the school will refer to its work experience policy to ensure that the its pupils are kept safe.

### **Sharing Safeguarding/Child Protection Information with a New School or College**

When a pupil with child protection issues moves school, the DSL should consider whether it is appropriate to share any information with the new school or college in advance of a pupil leaving, in addition to the child protection file. The DfE gives the example of information that would allow the new school or college to continue supporting a victim of abuse and have the appropriate support in place for the pupil’s arrival.

### **Looked after children**

The school recognises that children looked after/ children in care are one of the most vulnerable groups of children so need more frequent observational assessment to meet their needs. All staff will be made aware of anyone in the school who is looked after so that the child can be supported adequately. On admission, it will be established who has parental responsibility so that statutory requirements are met.

The Governing body will ensure that staff have the skills, knowledge and understanding to keep looked after children or previously looked after children safe. Appropriate staff will 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. Information about the child’s care arrangements and the levels of authority delegated to the carer by the authority looking after him/her will be available for all staff involved, including the designated safeguarding lead having details of the child’s social worker.

When dealing with looked after children and previously looked after children, the school will work together with all agencies involved and take prompt action when necessary to safeguard these children, who are a particularly vulnerable group.

## **Care Leavers**

A **care leaver** is defined as a person aged 25 or under, who has been looked after by a local authority for at least 13 weeks since the age of 14; and who was looked after by the local authority at school-leaving age or after that date.

If the need arises, the Designated Safeguarding Lead will liaise as necessary with the local authority Personal Advisor appointed to guide and support the care leaver, regarding any issues of concern affecting the care leaver.

## **PHYSICAL INTERVENTION AND USE OF REASONABLE FORCE**

### **The use of 'reasonable force'**

The term reasonable force covers a range of actions used by staff that involve a degree of physical contact with pupils. Bethany School makes reference to

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

and

[https://www.safeguardingsheffieldchildren.org/assets/1/reasonable\\_force\\_searching\\_screening\\_sept\\_22.pdf](https://www.safeguardingsheffieldchildren.org/assets/1/reasonable_force_searching_screening_sept_22.pdf)

where reasonable force is required.

Reasonable force is defined as using no more force than needed to control or restrain pupils either passively, i.e. standing between pupils, or to physically hold or bring a pupil under control. All staff can legally use reasonable force to prevent pupils hurting themselves or others, or damaging property and causing disorder. Parental consent is not required, however parents would be spoken to the same day and the incident recorded, via the usual incident reporting system, if a physical intervention has been used. Risk assessments and close monitoring of the need for reasonable force are required to maintain the welfare of pupils and staff members.

In cases where a pupil has frequently behaved disruptively, a risk assessment may point to planning positive and proactive behaviour support, for instance through drawing up individual behaviour plans, and agreeing them with parents and carers. Efforts would be made to reduce the occurrence of challenging behaviour and the need to use reasonable force.

Appropriate adjustments and/or training may be needed for pupils with special educational needs or disability.

## **PHOTOGRAPHY AND IMAGES**

Bethany school will implement its online safety and ICT acceptable use policy in order to safeguard children against abusive situations involving images.

## **EXTERNAL VISITORS/CONTRIBUTORS/SPEAKERS**

Visitors with a professional role, such as the school nurse, social worker, educational psychologist, or members of the Police will have had the appropriate vetting checks undertaken by their own organisation. Any professionals visiting the school should provide evidence of their professional role and employment details (an identity badge for example). If felt necessary, the school will contact the relevant organisation to verify the individual's identity.

The head teacher and senior members of staff will use their professional judgment about the need to escort or supervise other visitors.

- Regular contractor employees will be subject to the appropriate level of DBS check, if any such check is required.
- Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

- Agency staff members attending the school should be verified as the same person that the agency has provided the vetting checks for.

A record of external visiting speakers is kept in the school office.

## **REPORTS AND SAFETY MATTERS**

A Safeguarding audit is completed by the head teacher, in consultation with the Safeguarding Governor and submitted to the Sheffield safeguarding children's board annually each September. In addition, an annual head teachers report to governors is submitted in September. The safeguarding Governor undertakes an audit throughout the year and reports to the governing board in order to review all aspects of safety for children and young people.

The Governor Audit and report should consider the following issues

How does Bethany School

- Ensure high standards of provision and care for children and learners
- Actively promote equality and diversity
- Tackle bullying and discrimination immediately
- Actively promote British values
- Prevent radicalisation and extremism
- Ensure that all persons know how to complain and understand the process for doing so
- Ensure that children and learners are protected and feel safe.
- Challenge any discriminatory behaviour and give help and support to children about how to treat others with respect
- Consistently promote positive behaviour
- Ensure that all children and learners can identify a trusted adult with whom they can communicate about any concerns and know that these adults will listen to them and take their concerns seriously
- Ensure that written records are made in a timely way and held securely where adults working with children or learners are concerned about their safety or welfare. Those records will be shared appropriately and, where necessary, with consent.
- Make clear risk assessments
- Oversee the safe use of technology by ensuring that our policies and procedures are adhered to
- Use Acceptable Use Agreements
- Carefully select and vet staff and volunteers working with children and learners according to statutory requirements.
- Check all staff using Enhanced DBS checks
- Ensure that all staff have regular Child Protection and Safeguarding Training
- Ensure that the Designated Safeguarding Leads undertake training at two-yearly intervals, and in addition receive an update at least yearly
- Ensure that the Deputy DSL is trained to the same standards as the DSL.
- Ensure training allows the DSL to “recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online”.

- Ensure that the Designated Safeguarding Lead and Deputy DSL have job descriptions, where their roles are explicit, with clear cover arrangements. DSLs will be drawn from the senior leadership team and will be the persons carrying out the day-to-day work of safeguarding and child protection. Their responsibilities will not be delegated to others. See *Appendix 1*.
- Keep the Single Central Record up to date
- Regularly review safeguarding policies and procedures to keep all children and learners safe
- Ensure the school holds more than one emergency contact number for each pupil.

This policy will be reviewed annually

Policy Adopted by Governors on: 10/10/2022\_\_\_\_\_

Policy Due for Review on: September 2023\_\_\_\_\_

## Appendix 1

### Keeping children safe in education part 1: information for all school and college staff, september 2022

This document can be found at the link below, in the safeguarding file in the school office, and on the notice board in the staff/parent room

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101457/KCSIE\\_2022\\_Part\\_One.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101457/KCSIE_2022_Part_One.pdf)

## Appendix 2

Guidance for safer working practice for those working with children and young people in education settings, February 2022

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>

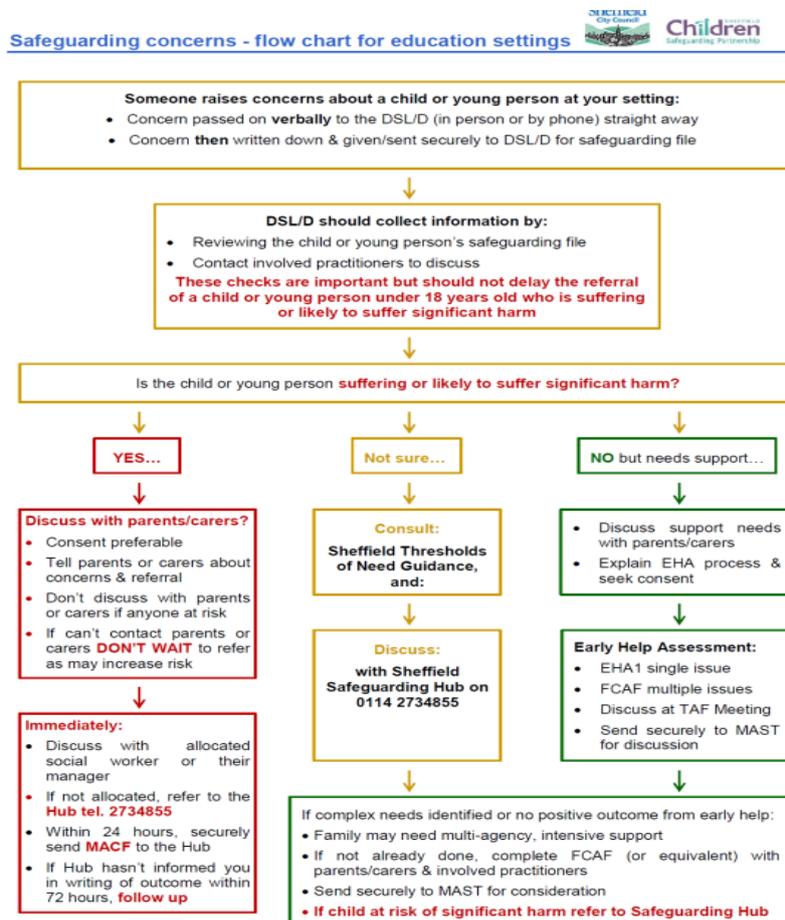
## Appendix 3

The role of the Designated Safeguarding Lead

[https://www.safeguardingsheffieldchildren.org/assets/1/designated\\_safeguarding\\_lead\\_and\\_deputy\\_sept\\_22.pdf](https://www.safeguardingsheffieldchildren.org/assets/1/designated_safeguarding_lead_and_deputy_sept_22.pdf)

## Appendix 4

[https://www.safeguardingsheffieldchildren.org/assets/1/referring\\_your\\_safeguarding\\_concerns\\_sept\\_22.pdf](https://www.safeguardingsheffieldchildren.org/assets/1/referring_your_safeguarding_concerns_sept_22.pdf)



Appendix 5

**Annual Head Teacher's Report to Governors under Safeguarding Policy  
September \_\_\_\_\_ - August \_\_\_\_\_**

**Number of safeguarding concerns reported to DSL: \_\_\_\_\_**

**Number of referrals made to children's safeguarding and specialist services;  
include the nature of the referral, (physical/sexual/emotional/neglect): \_\_\_\_\_**

**Number of safeguarding consultations held with the local safeguarding board or  
'Thirtyone eight': \_\_\_\_\_**

**Total number of 'looked after' children on the role throughout the year: \_\_\_\_\_**

**Total number of 'previously looked after' children on the role: \_\_\_\_\_**

**Number of 'Early Help' family meetings school**

**Number of Gateway referrals following 'early help' meeting: \_\_\_\_\_**

**Number of FCAFs completed: \_\_\_\_\_**

**Number of children reported to children missing in education, including those  
moved into home education: \_\_\_\_\_**

**Other comments on safeguarding issues: \_\_\_\_\_**

**Signed:**

**(Chair of Governors)**

**Date:**