



MILLFIELD

SAFEGUARDING POLICY AND CHILD PROTECTION PROCEDURES

INTRODUCTION

Millfield Schools fully recognises its responsibility to safeguard and promote the welfare of the children and young people in its care. This responsibility encompasses the following principles:

- To protect children from harm (maltreatment);
- To prevent impairment of children's health and development;
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care thus enabling those children to have optimum life chances and to enter adulthood successfully.

Millfield Schools addresses its commitment to these principles through:

Prevention - ensuring all reasonable measures are taken to minimise the risks of harm to children's welfare. These include:

- Ensuring safer recruitment practice*;
- Ensuring, through training, that all teaching and non-teaching staff are aware of and committed to the Safeguarding Policy and Child Protection Procedures;
- Adopting a code of conduct for all staff*;
- Establishing a positive, supportive, secure environment in which children can learn and develop, together with a School ethos which promotes in all pupils a sense of being valued, listened to and respected;
- Including in the curriculum, activities and opportunities for PSHE, which equip pupils with the skills they need to stay safe from abuse and which will help them develop realistic attitudes to the responsibilities of adult life;
- Providing pastoral support that is accessible and available to all pupils and ensuring that pupils know to whom they can talk about their concerns.

(* refer to separate policies and guidance)

Protection – ensuring all appropriate actions are taken to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies especially the Police and Children's Social Care (*Safeguarding Children* Joint Chief Inspectors' Report Department of Health October 2002). These include:

- Sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately;
- Monitoring children known or thought to be at risk of harm, and to contribute to assessments of need and support packages for those children.

Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision, drugs and substance misuse. These have specific policies and guidance which should be read in conjunction with this document.

CHILD PROTECTION PROCEDURES AND GUIDANCE

What is Child Protection?

Child Protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

What is significant harm?

The Children's Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

SCOPE AND PURPOSE OF THESE PROCEDURES

These procedures apply to the Governors, Heads, all staff (including supply and peripatetic staff) and volunteers working for and on behalf of Millfield Schools and explain what action should be taken if there are concerns that a child is or might be suffering harm. A child is a person under 18 years but the principles of these procedures apply also to vulnerable young adults over 18 years.

The procedures are available to parents on request or via the School website.

ROLES AND RESPONSIBILITIES

Staff

All staff have a statutory obligation to report to the Designated Child Protection Person (DCPP) if there is suspicion of abuse of a pupil or if a pupil discloses abuse or allegations of abuse.

This is an inescapable, personal and professional responsibility by all staff for the protection of children from harm.

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are;

- the conduct of a member of staff;
- a child, parent or member of staff 'disclosing' abuse;
- evidence of physical hurt that may or may not be accompanied by
- unusual or uncharacteristic behaviour by a child

The following individuals have specific roles and responsibilities under Child Protection Procedures that are outlined below:

Nominated Governor

Mr Tim Taylor is the **Nominated Governor** for Child Protection at Millfield Schools. His responsibilities include:

- ensuring that the School has a Safeguarding Policy and Child Protection Procedures, known to all staff and governors, that are in accordance with Local Authority and inter-agency procedures and that these are made available to parents on request;
- Working with the DCP/Deputy DCP and the Governing Body to instigate an **annual review** to judge the efficiency with which procedures have been implemented and to ensure that any deficiencies are remedied immediately.
- Submission of an annual report to Somerset Local Safeguarding Children's Board (LSCB).
- He is the designated Governor for Safeguarding and Child Protection for the EYFS.

NB. It is the role of the Chair of Governors to deal with allegations of abuse made against the Heads.

Mrs Shirley Shayler is the Headmistress of Millfield Preparatory School and **Mr. Craig Considine** is the Headmaster of Millfield Senior School. Their responsibilities include:

- ensuring that the Safeguarding Policy and Child Protection Procedures are in place and that the role of the DCP is implemented;
- ensuring that DfES guidance is followed to ensure safe staff recruitment and that adequate staff checks and records are maintained.

The Designated Child Protection People

In the Preparatory School, the Head of Pastoral Care, **Mrs Jane Bruce**, is the **Designated Child Protection Person (DCPP)**. The Headmistress **Mrs Shirley Shayler**, is the **Deputy DCP**. The **Designated Child Protection Person** in the Early Years Foundation Stage is **Mrs Charlotte Cocks**.

In the Senior School, the Head of Pastoral Care, **Mr Giles Neeve**, is the **Designated Child Protection Person (DCPP)**. The Senior School Counsellor, **Ms Sarah Stansfield**, is the **Deputy DCP**.

Together they hold the following responsibilities;

Raising Awareness:

- to monitor and review annually, liaising with the Governing Body, the effectiveness of the Safeguarding Policy and Child Protection Procedures to ensure that they comply with current best practice;
- to ensure parents have access to the Safeguarding Policy and Child Protection Procedures which alerts them to the fact that referrals may be made and explains the role of Millfield Schools in this to avoid later conflict;
- to ensure, where necessary, records are passed on to the receiving school if a pupil transfers.

Training and Support:

- to have undertaken LSCB Foundation training (Levels I and II) and to undertake regular updates (Level III) once every **two** years as a minimum to include inter-agency working;
- to manage and deliver staff child protection training every **three** years and keep records of training;
- to ensure all new staff receive induction on child protection procedures.

Referrals:

- to have sound knowledge of the different forms of abuse and a clear understanding of the possible physical and behavioural indicators and know when it is appropriate to make a referral to the LSCB (Somerset Direct 0845 345 9122);
- to ensure that, in all cases of actual or suspected harm to a pupil, the South West Child Protection Procedures are followed. These are online procedures which are regularly updated. (The website is accessible to all staff via Millfield Schools' Intranet site - www.swcpp.org.uk)
- to inform the Heads of all cases of actual or suspected abuse. The only exception to this would be if the Heads were implicated in the concerns, in which case the Chair of Governors would be informed;
- to act as a focal point for liaison with Children's Social Care and other authorised agencies, ensuring that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
- to act as a source of support, advice and expertise within School on matters of Child Protection and welfare;
- Ensure that clear, detailed written records of welfare concerns about pupils are kept secure and in a locked location.
- Ensure that a proper record is kept of any Child Protection referral and action taken, and that this is kept securely and in confidence. (Child protection records should be kept for three years and then shredded on the basis that this information has been shared with Children's Social Care who will continue to hold copies.)

Confidential Reporting ('Whistleblowing')

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If the member of staff reporting suspicions remains unsatisfied by a decision not to act by the Heads and the DCP, he or she may, as a responsible citizen, report concerns directly to Children's Social Care. He or she will be considered to have acted as a responsible citizen and will not be held accountable for undermining a school decision.

The phone number for referral – Somerset Direct – is 0845 345 9122

WHAT CONSTITUTES CHILD ABUSE?

'A child is considered to be abused or at risk of abuse when the basic needs of the child are not being met through acts of either commission or omission, leading to demonstrable harm or demonstrable likely harm'. NSPCC 1987 (adapted)

It is generally accepted that there are four main forms of abuse which are not mutually exclusive. The following definitions are based on those from *Working Together to Safeguard Children* (HM Government 2006).

i) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may include failing to provide the basic necessities of life: adequate food, clothing, warmth and shelter; failure to ensure adequate supervision including the use of adequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

ii) Physical Abuse

Physical abuse involves physical injury to a child, where there is definite knowledge or reasonable suspicion that injury was deliberately inflicted or was not prevented. It may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It also involves giving a child poisonous substances, inappropriate drugs and alcohol. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act of commission, can also be caused through omission or the failure to protect.

iii) Sexual Abuse

Sexual abuse involves actual or likely sexual exploitation of a child or adolescent. It involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

iv) Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and psychological development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploring and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (e.g. in domestic violence). It may involve causing children frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Serious bullying may be regarded as emotional abuse and will be considered under child protection procedures.

Indications or Signs of Possible Abuse:

- Signs of looking unwashed, undernourished, weight loss etc; inappropriate clothing for the conditions
 - Changes in behaviour – depression or withdrawn behaviour or attention seeking behaviour;
 - fearful behaviour - fear of specific people places, fear of separation etc
 - Mentioning being left alone or unsupervised
 - Regressive or aggressive behaviour e.g. bed-wetting or severe temper outbursts that are out of character
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- Persistent or multiple bruising in unexpected places, that can not be explained by normal childhood activity
 - Minor injuries in unlikely places
 - Burns, scalds or bites
 - Delay in seeking access to medical care/treatment
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- Excessive preoccupation with sexual matters;
 - Knowledge of sexual matters inappropriate for age of child
 - Promiscuous behaviour
 - Sexually explicit or otherwise disturbing creative writing or artwork

There may be other circumstances, not amounting to abuse, which give cause for serious concern about the welfare of pupils. Questions of the young person being in moral danger, being uncared for, engaging in anti-social or inappropriate behaviour and so on may be referred to the DCP, who will discuss the matter with the Deputy DCP and the Heads, and through them, as necessary, to Children's Social Care. Such cases may also be referred to the Medical Centre, and through them to Children's Social Care.

PROCEDURES FOLLOWING DISCLOSURE:

Receive	Respond	Reassure	Record	Report
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Receive:

- **Listen** sympathetically and with an open mind;
- Stay calm, conveying this through word and action;
- **Never promise confidentiality, only discretion. It is important that the pupil understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate might be a disclosure and remind them.**
- Allow the child to talk and finish their story. Let them tell you what they want and no more.

Respond:

- Where necessary clarify what has been said to you so that you are clear and able to decide whether this is an abusive situation. Ensure that you have a full understanding of the facts as related by the pupil, perhaps by reporting back to the pupil for his/her confirmation;
- When the pupil has finished make sure they feel secure. Explain what you will do next and (where appropriate) the referral process;
- **Action must be taken immediately if the pupil is in imminent danger.**

Reassure:

- Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously;
- Remind them that the abuse is not their fault;
- Reassure them but do not promise what you may not be able to deliver – ‘Everything will be alright now’ – it may not be.

Record:

- Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the pupil’s own words as far as possible. Include who was present and the date, time and location of the incident or disclosure.
- Complete a Cause for Concern Reporting Form and give this, with any other accompanying information, to the DCP.

Report:

- Refer the matter within 24 hours or sooner and **immediately if any pupil is in danger** to the DCP. Do not discuss with parents/carers. The DCP will agree with the Social Care team when parents/carers should be contacted and by whom.

You have now fulfilled your duty and you should **not take any further action** or reveal this information to anyone else. The Child Protection Person will be aware that you may need support following a disclosure.

Action to be taken by the Designated Child Protection Person/Deputy Child Protection Person

- Consider the report and either refer this immediately to the authorities or, after taking appropriate advice - which may include discussing the circumstances on a confidential basis with Children's Social Care or the Police Child Abuse Investigation Team (CAIT) - decide not to refer to the authorities but keep a full record of the concerns;
- Agree with Children's Social Care any necessary next steps in relation to:
 - informing a pupil's parents;
 - medical examination or treatment;
 - immediate protection for the victim or a pupil who has given information about an abuser or a pupil against whom an allegation has been made;
- Inform the pupil or adult who made the initial allegation of what the next steps are to be;
- Inform the Heads of the allegation and action taken;
- Ensure long term protection support for all pupils involved.

If there is an allegation against a person outside the school community the DCPD will seek advice from external agencies and contact the parents as and when appropriate.

Millfield Schools will always undertake to share their intention to refer a child to Children's Social Care with their parents/carers unless to do so could put the child at greater risk or harm, or impede a criminal investigation.

PROCEDURES FOLLOWING AN ALLEGATION OF ABUSE BY A MEMBER OF STAFF:

It is important to draw a distinction between complaints and allegations against staff. In other words, the difference between behaviours that suggest misconduct or unprofessionalism, and those which specifically raise child protection concerns.

An allegation should be made if a teacher or other member of staff 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;**
- **Behaved towards a child or children in a way that indicates he or she is unsuitable to work with children.**

Any concern which involves the possibility of physical, emotional or sexual abuse will always be discussed with the Local Authority Designated Officer (LADO) and their advice taken. If child protection procedures are needed, an investigation will be carried out by Children's Social Care and the Police. The Designated Child Protection Person (and or Deputy DCPD), the Heads and Governors must not carry out investigations themselves.

If an allegation is made against a member of staff it must be responded to immediately and with the utmost discretion to ensure protection for the child and support for the person who is the subject of the allegation. The informant should be told that the matter will be referred in confidence to the appropriate people. This must be done and the written record passed on **the same day** to the Designated Child Protection Person and the Heads. The circumstances should be kept strictly confidential until the Heads has been able to judge whether or not an allegation or concern indicates possible abuse. The concerns will be discussed with the Local Authority Designated Officer (LADO) for allegations management, currently **Claire Winter** (CWinter@somerset.gov.uk, 01823 355697)

If it is decided by the appropriate LADO that an investigation is called for, it is the responsibility of the Children's Social Care manager to arrange a Strategy Meeting. This would normally involve the Police, Children's Social Care, the Designated Child Protection Person, the Heads and preferably a member of the Governing Body of Millfield Schools. The arrangements agreed upon will include informing the parents and seeking their consent for any immediate medical examination.

If the allegation made to a member of staff concerns the Heads, the person receiving the allegation will immediately inform the Chairman of the Board of Governors, without prior notification to the Heads. If the allegation concerns the DCP, then the Heads must be informed.

If the allegation is made against a volunteer, a supply teacher, contractor etc, an investigation will necessarily involve the organisation or agency of employment. For those who are self-employed the allegation will be passed directly to the LSCB team for advice or action.

The person who is the subject of the allegation will normally be informed as soon as possible after the result of the initial investigation is known, or the decision is made to dispense with one, but not invited to make a response. There should be a warning that anything said will be recorded.

If it is established that the allegation is not well founded, either on the basis of the medical evidence or further statements, then the person against whom the allegation has been made would normally be informed that the matter is closed.

If the police decide to take the case further, the member of staff implicated would normally be suspended or, where the circumstances are considered to warrant it, dismissed. It is reasonable to ask the police to give some indication of their time scale.

The school will report to the Independent Safeguarding Authority (PO Box 181, Darlington DL1 9FA tel: 0300 123 1111) **within one month of leaving** any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

Record Keeping: a clear and comprehensive summary of any allegations made against a member of staff, and all details leading to and including a resolution, will be kept on the confidential personnel file and will be retained until the member of staff reaches retirement age, or for a period of 10 years after the allegation has been made. The school will provide information regarding an allegation for the purposes of future references and CRB disclosures.

Concerns regarding the EYFS care of the Under 3's should be addressed to OFSTED ref:
Pre-School@MPS
OFSTED registration number EY 395459

POLICY ON ALLEGATIONS INVOLVING SEXUAL IMPROPRIETY

If a member of staff is informed by a pupil of an event involving sexual impropriety of any kind, whether between pupils or staff and pupils, the following steps should be taken:

- Listen sympathetically and afterwards briefly note the content of what was disclosed, sign and date it;
- Contact the Designated Child Protection Person immediately, who will discuss with the Heads and the LADO whether Children's Social Care should be notified;
- If Children's Social Care is notified and it is agreed that Millfield Schools alone should follow up the issue, the DCPD will interview the complainant and report as quickly as possible to the Heads who will oversee the disciplinary aspects of the enquiry;
- If Children's Social Care seeks further investigations, they will open an enquiry. In these circumstances, Millfield Schools' internal disciplinary procedures will be suspended until cleared by Children's Social Care.

This policy should be implemented regardless of whether the complainant is over or under 16. Parents should be informed as soon as a referral to Children's Social Care has been made by the Child Protection Liaison Person, unless to do so would put the pupil at greater risk of harm.

POLICY ON CONFIDENTIALITY

The management of confidentiality is an essential factor in all issues relating to Child Protection. The only purpose of confidentiality with respect to Child Protection is to benefit the child.

Staff should never give pupils or adults an absolute guarantee of confidentiality, but must ensure that the information is disclosed only to the people who need to know.

It should be explained to children and young people that secrets cannot and should not be kept if keeping them means that they, or others, will continue to be harmed.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998 European Convention on Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or be in the best interests of the child, for example, where safety and welfare of that child necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

POLICY ON SAFEGUARDING AND ICT

SAFEGUARDING AND ICT GUIDELINES

Protecting young people in the online world means thinking beyond the school environment. With the advance of Internet technology, pupils increasingly will have access to personal devices not covered by School network protection and therefore the emphasis should be on educating all users as to the risks involved and their obligation to act responsibly whilst online.

Safeguarding pupils in both the real and virtual world is the responsibility of all staff. Staff must be familiar with these guidelines and understand how to respond to e-safety incidents.

All pupils should be made aware of Millfield Schools' Acceptable Use Policy and what to do if they have any ICT safeguarding concerns.

PROCEDURES FOR DEALING WITH INAPPROPRIATE/ILLEGAL INTERNET ACCESS OR MATERIAL

Millfield Schools have installed web filtering software to ensure the protection of its pupils whilst accessing the Internet. It is recognised that no software is infallible and the following procedures will be abided by where necessary.

Discovery of inappropriate websites, by staff or pupils, should be reported immediately to the Designated Child Protection Person, who in liaison with the Network Manager will consider referral to the Internet Watch Foundation (IWF) and the Police.

Illegal material within the School's network is a very serious situation and must always be reported to the Police. Any incident that involves inappropriate adult access to legal material on Millfield Schools' premises will be dealt with by the School's disciplinary policy.

Action in the event of discovery of illegal material:

- seek immediate and specific advice from the Designated Child Protection Person who will consult with the Network Manager, the Heads and the Police
- prevent any further access to the device/network location until the correct advice is gained
- **unless absolutely necessary, DO NOT remove the power from a working device and under no circumstances start a device if it is already switched off.**
- Consider if it is necessary to prevent remote access to the device/network location.
- If it is believed that a member of staff or pupil who has left the site, could remove or damage evidence on the device remotely, unplug ONLY the network cable from the back of the device to prevent this access from occurring.
- If the device is already turned off and it is no longer realistically possible to prevent further physical access (i.e. due to lack of supervision, high levels of access or an unoccupied location) disconnect the power at the base unit (not the wall) and remove the laptop. Store this device securely in a location where no one else can gain access to it and make a note of the date, time and name of the individual who performed this action.

Under no circumstances should any member of staff attempt to conduct an investigation of their own or bring in an outside expert to do so as this may compromise the evidence if a legal case were to result. In some cases this may constitute a criminal offence in itself.

POLICY ON KEEPING STAFF SAFE

GUIDANCE ON THE PREVENTION OF ALLEGATIONS OF ABUSE - 'SAFE SCHOOL, SAFE STAFF':

Millfield Schools are committed to ensuring that relationships between staff and pupils are conducted on a professional basis. Anticipation of possible risks and seeking to prevent all reasonable risk of misunderstandings and false allegations are seen as part of this commitment.

Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct. **It is recognised that it is the action rather than the intention that may subsequently give rise to problems.**

It is important for all staff and others in contact with children to:

- be mindful of safe working practices and alert to situations which may present risks and manage these
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- empower children – discuss with them their rights and responsibilities, what is acceptable and unacceptable, and what they can do if there is a problem.

Staff and others must never:

- hit or otherwise physically assault children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- discriminate against, show differential treatment, or favour particular children to the exclusion of others
- never touch a child in a way which may be considered indecent – eg never touch a pupil below the shoulder unless there is a justifiable reason;
- do anything of a personal nature for a pupil that he/she can do for him/herself
- indulge in horseplay, tickling or other games involving physical contact;

This is not an exhaustive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour or be open to misinterpretation.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded in writing as soon as possible and given to the DCPP with a copy placed on the child's file.

Appendix 1: KEEPING STAFF SAFE

Communication with Children and Young People at Millfield Schools *(including the Use of Technology)*

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.

Internal e-mail systems should only be used in accordance with the organisation's policy.

This means that the organisation should:

- *have a communication policy which specifies acceptable and permissible modes of communication*

This means that adults should:

- *not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites*
- *only use equipment e.g. mobile phones, provided by organisation to communicate with children, making sure that parents have given permission for this form of communication to be used*
- *only make contact with children for professional reasons and in accordance with any organisation policy*
- *recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible*
- *not use internet or web-based communication channels to send personal messages to a child/young person*
- *ensure that if a social networking site is used, details are not shared with children and young people and privacy settings are set at maximum*

Taken from:

Guidance for Safer Working Practice for Adults who Work with
Children and Young People.
DCSF 2009

RELATED DOCUMENTATION

- 'Safeguarding children in Education' DfES/0027/2004
- What to do if you are worried that a child is being abused DfES/2003
www.dfes.gov.uk
- Care Standards Act 2000 and Children's Act 1989
- Somerset Local Safeguarding Children Board's Procedures (LSCB)
www.swcp.org.uk
- 'Safeguarding Children: Safer recruitment and selection in education'
DfES/1568/2005
- 'Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff' DfES/2044/2005

Further LSCB documents can be found on www.somersetsafeguardingchildrenboard.org.uk and on SiX (Somerset Information Exchange).

Safeguarding Policy and Child Protection Procedures to be reviewed annually, or in the light of statutory changes and after any child protection concern.

CAUSE FOR CONCERN REPORTING FORM

To be completed on all occasions when there is cause for concern in relation to the welfare of a child and given to the Designated Child Protection Person within 24 hours of the incident occurring. (Sections marked * will be completed by DCPP)

Name of Member of Staff Reporting Concerns:

Position Held:

Pupil's Name: Date of Birth *:

Boarding/Day House: Year:

Name of Parent*:

Contact Details for Parent*:

.....

SECTION A (to be completed if concerns relate to a specific incident)

Date and Time of Incident:

Place of Incident:

Brief Circumstances of Incident (include any precipitating factors and injuries sustained if applicable)

NAME(S) OF POTENTIAL WITNESSES (IF RELEVANT):

SECTION B (to be completed if concerns are *not* related to a specific incident)

Details of Concerns (specific or cumulative?)

(Include relevant dates, describe the nature of the concerns and any actions taken.)

ANY FURTHER INFORMATION OF RELEVANCE:

Signed:

Date:

TO BE COMPLETED BY THE DESIGNATED CHILD PROTECTION PERSON:

Further action agreed:

Parents informed of incident/concerns?

Yes/No

Date:

Members of staff/other agencies informed:

Appendix I: Investigation of Concerns about Child Abuse

Three broad categories of concern:

- i. Cases requiring immediate formal referral to Children's Social Care or the Police** - Immediate formal referral is required in any cases of significant physical injury, life-threatening neglect, serious threats of abuse and clear allegations or disclosures by the child or third person of child sexual abuse. Once referral has been made, the Children's Social Care Department will initiate the approved formal procedures in collaboration with other key services.
- ii. Cases requiring discussion with Children's Social Care or the Police** – discussion and evaluation involving the senior staff/Child Protection Person and subsequent consultation with the Children's Social Care Department is required whenever the child shows signs of failure to thrive, general neglect, emotional abuse, compelling evidence that child sexual abuse may have occurred, or where there is a suspicion that abuse is likely to occur. Where concerns are enhanced following this procedure, there is likely to be urgent follow up action by the Children's Social Care Department who will inform and consult with the Police on subsequent action. A watching brief may be kept where some concerns remain, or no further action where there is a well founded alleviation of concerns.
- iii. Cases requiring discussion within the School** – Discussion and evaluation involving Senior Staff/Child Protection Person is always required where a teacher's suspicion that child abuse or child sexual abuse may have occurred is based on behavioural indicators, physical signs/symptoms or information received. The outcome will lead to an immediate confidential discussion with Children's Social care where concerns are enhanced. Children's Social Care will make confidential enquiries of other agencies and professionals and report back to the school. A decision on further action will then be taken.

N.B. In all instances when child abuse is formally investigated it will be Children's Social Care or the Police who will inform the parents of the concerns. (taken from Somerset Education Authority)

Appendix II: Safer Recruitment of Staff (N.B. To be read in conjunction with Millfield Schools' Safer Recruitment and Selection Policy.)

Issues relating to child protection and the welfare of pupils are central to the process of appointing both teaching and support staff.

- The appointment process is designed to deter potential offenders from applying. All applicants are required to complete application forms which are designed to prompt interviewers to detect lacunae, frequent changes of jobs and movement around the country. They state the primacy of child protection concerns at the school and require a declaration of past convictions and whether or not the candidate is on List 99 and disqualified from working with children.
- References must normally be taken up in advance of short-listing, and always before confirmation of appointment. These are completed on a reference proforma and include sections requiring declarations of concerns raised, whether proven or not, which relate to the safety and welfare of children. References must be from at least two sources or institutions and are verified.
- When interviewing, the Heads will, where possible, be accompanied by a member of the Senior Management Team so that proceedings may be recorded. Support staff will be interviewed by a member of the Personnel team together with the relevant line manager. Senior staff will be interviewed by the Bursar and the Personnel Manager. Those interviewing must not be afraid to ask difficult questions of the candidate or referee.
- All teaching and support staff will be checked for their suitability with the Criminal Records Bureau (enhanced CRB). Other adults who will come into direct contact with pupils as part of their business with the school, or on an infrequent basis, will be always accompanied and will have a List 99 check, if appropriate. Before appointment, it is a requirement that qualifications are presented and photographic identity seen. All appointees are required to complete a medical declaration to assess their suitability to work with children.
- Any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority (ISA). Any raised concern, whether proven or not, will be reported in staff references.
- The Personnel Manager will keep files on all employees and will make available a hard copy spreadsheet of all current employees to ease checking against names if enquiries are made or concerns raised.
- **Assurance will be obtained that appropriate child protection checks and procedures apply to any staff employed by another**

organisation and working with Millfield pupils on another site (for example, in a separate institution).

Appendix III - Children Missing from Education

Safeguarding concerns for children who move school or 'disappear'

If we become aware that a UK based child is missing from education, in whatever capacity, and we need to check their educational status, we should make enquiries with the Children Missing Education Liaison Officer based at County Hall in Taunton.

If a non UK national is missing from education and they have a Child Protection plan in place we will endeavour to pass on the information to the appropriate authorities, probably through the child's Guardian.

**Reviewed by Jane Bruce
October 2011**