

The White House Preparatory School Woodentops Kindergarten and Woodentops Day Nursery

PREP SCHOOL and EYFS SAFEGUARDING CHILDREN, CHILD PROTECTION AND STAFF BEHAVIOUR AND CODE OF CONDUCT POLICY (25)

The designated safeguarding lead with responsibility for child protection is the Principal, Mary McCahery (board level lead and responsibility for EYFS) and in her absence, the Headmaster, Tony Lewis. Both are contactable at school on 0208 674 9514.

The safety and welfare of all our pupils at The White House Preparatory school is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. In all matters relating to child protection the school will follow the procedures laid down by our own (or where appropriate the relevant child's) Local Safeguarding Children Board (LSCB) which is Lambeth Local Safeguarding Board www.lambethscb.org.uk with DfE guidance contained in Working Together to Safeguard Children and Keeping Children Safe in Education : <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (KCSIE 2016).

This policy is applicable to the whole school community, including those pupils in the Early Years Foundation Stage (EYFS).

All Staff are required to read the aforementioned KCSIE (2016) document Part 1 as part of the induction policy. Staff are given guidance and training to ensure understanding of this document.

All members of staff have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy. All school staff should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

Safeguarding is every person's responsibility and therefore any person can make a referral if they feel a child is at risk of harm.

PROMOTING AWARENESS

The School's curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All teaching staff play a vital role in this process, helping to ensure that all pupils relate well to one another and feel safe and comfortable within the school. We expect all the teaching to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being. All staff, including all non-teaching staff, have an important role in insisting that pupils always adhere to the standards of behaviour set out in our behaviour policy and in enforcing our anti-bullying policy.

Time is allocated in PSHE to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, drama and RE lessons are used to promote tolerance and mutual respect and understanding.

All pupils know that there are adults to whom they can turn to if they are worried. If the school has concerns about a child there is always a recognised requirement for sensitive communication and designated staff members are aware of the need to avoid asking leading questions. Our support to pupils includes the following:

- All pupils have access to a telephone helplines such as ChildLine, Kidscape, Get Connected and the Samaritans.
- We operate a peer house system whereby older pupils are encouraged to offer advice and support to younger pupils.
- We provide regular lessons to pupils on e-safety and ensure that all pupils understand and adhere to the school's guidelines in this area. For more details on cyber-bullying please refer to the school's anti-bullying policy.

White House Prep School Safeguarding provision

Tony Lewis	Designated Safeguard Lead/Headmaster for the School tony.lewis@whitehouseschool.com
Mary McCahery	Principal/Designated Safeguarding Lead for the Day Nursery/Early Years mary@whitehouseschool.com
Grace McCahery	Vice Principal grace.mccahery@whitehouseschool.com
Isabel Beresford	Day Nursery Isabel.beresford@woodentopnurseries.com
Sandy Tsagdi	Day Nursery sandy.Tsagdi@woodentopnurseries.com
Ellie Caine	Day Nursery ellie.Caine@woodentopnurseries.com

School Telephone Number: **020 8674 9514**

Emergency and External Agency Contact Information

To discuss or refer a child at risk of being abused or neglect:

Lambeth Children's Social Care: **020 7926 5555 (24 hours)**.

Confidential referral can be made by email via:

<https://www.lambethscb.org.uk/contact-us>

Integrated Referral Hub: **020 7926 3100**

helpandprotection@lambeth.gov.uk

help.protection@lambeth.cjsm.net (secure email)

**In an emergency or if a child is or you suspect a child is at immediate risk of harm
call the Police
on 999.**

Report elsewhere

If you would prefer to contact someone other than Lambeth Council, there are charities that can offer advice and support:

For adults concerned about a child, contact the NSPCC on **0808 800 5000**.

For children and young people, contact **Childline on 0800 1111**. Childline is a free and confidential service.

Reporting allegations or concerns about an adult:

LADO Lambeth (i.e. Local Authority Designated Officer):

Andrew Zachariades 020 7926 4679 or 07720 828 700

email LADO@lambeth.gov.uk (not secure)

LADO@lambeth.gcsx.gov.uk (secure) and

Further useful and relevant contacts:

Police Non-Emergency

101 or Tel: 020 7326 1212

OFSTED Safeguarding Children 08456 404046 (Monday to Friday from 8am to 6pm)

Whistleblowing@ofsted.gov.uk

The NSPCC Whistleblowing Advice Line 0800 028 0285.

Extremism:

Department for Education dedicated helpline for staff and governors: 020 7340 7264 and

counter-extremism@education.gsi.gov.uk

WHAT IS CHILD ABUSE?

The departmental advice: What to do if you are worried a child is being abused - Advice for Practitioners (<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>) should be referred to by all staff in raising their awareness of and helping them to identify the signs of child abuse. The NSPCC website (<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>) also provides helpful information on types of abuse and what to look out for which staff are encouraged to refer to.

KCSIE Part 1 should also be referred to by all senior members of staff and those staff working directly with children. Such staff include as teachers, specialist teachers, teaching assistants and office staff.

OTHER SAFEGUARDING ISSUES

Staff will be made aware that safeguarding issues can manifest themselves in many ways and can often overlap with one another. Some behaviours linked to drug taking, alcohol abuse, truancy, gender based violence and sexting also put children in danger.

The School recognises that children are capable of abusing their peers. The School's approach to sexting and how this is approached by the School is to act swiftly against any accusation insuring a full investigation takes place, including searching pupils or confiscating digital equipment if required. The School also recognises the different gender issues that can be prevalent in peer on peer abuse, for example, girls being sexually touched or boys being subjected to initiation/hazing type violence. All peer on peer abuse will be managed in accordance with this policy and a bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm will warrants a response under these procedures rather than the School's Behaviour Policy (3).

A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation. The School will take advice from the Lambeth Local Safeguarding Board www.lambethscb.org.uk on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the alleged victim and perpetrator. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of Lambeth Local Safeguarding Board www.lambethscb.org.uk, parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult and until the investigation is completed. Confidentiality will be an important consideration for the School and advice will be sought as necessary from the Lambeth Local Safeguarding Board www.lambethscb.org.uk or police as appropriate.

Victims and perpetrators of peer on peer abuse will be offered support by the School, as appropriate e.g. counselling.

CHILD'S WISHES

Where there is a safeguarding concern the School will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. The School manages this by handling matters sensitively and reducing adult involvement to one point of contact, the designated Safeguarding Lead. The School will operate processes with the best interests of the pupil at their heart.

TRANSPARENCY

The White House Preparatory School and Woodentops Nursery prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of child protection are on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the School. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communications are essential.

Curriculum

The curriculum deals with safeguarding in subjects such as Personal, Social and Health Education discusses relevant issues with the children. Topics include such themes as Stranger Danger, and Sex & Relationships and E-Safety and assemblies. Children are encouraged to explore and discuss these issues.

The curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taking out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Principal or Headmaster.

Visiting speakers are always welcome into school so they can give specialist knowledge to the children. The school has procedures specific to this.

Health and Safety

The school has a health and safety policy, which is monitored termly by the Principal, Steve McCahery. A copy of this policy is available from the school office or can be found on the shared area. Any concerns from staff are reported to the Principal who carries out an initial examination, assessing what remedial action needs to take place. Each term there is a fire drill that practises efficient evacuation from the buildings. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

First Aid

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book and the sheet is signed by a parent and saved on file.
- For head injuries the parent is immediately informed by telephone and if there is serious concern the child is taken to hospital by a member of staff or an ambulance called.
- In the case of a serious incident and a child is taken to hospital, the Principal will inform Ofsted and local child protection agencies.

Medication

- The school policy is that members of staff may administer medicines if they are first aid trained (qualification recognised/approved by the school) **and** if instructed in writing by the parent concerned. For pupils needing medication during the day parents are also welcome to come into school to administer correct dosages. For the majority of medicines a dose before and after school is sufficient.
- Medication is administered in the presence of a second member of staff who signs the medication form as evidence a copy of which is kept on file.

Site security

The school provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore gates should be kept locked except at the start and end of

each day. **The entrance code should never be given out to a non-staff member.** Doors should be closed to prevent intrusion and to facilitate smooth exits.

Visitors, volunteers and students must only enter through the main entrance and after signing the visitor's book. Children will only be allowed home with adults with parental responsibility or confirmed permission. Empty classrooms should have closed windows. Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone or email immediately. For children who have not arrived at school in the morning the office will attempt to contact parents/carers. Where contact cannot be made with parents or carers by 11am then Lambeth Social Services will be contacted to follow up and locate the child. Attendance rates are reported biannually to parents via school reports. Positive measures are in place to encourage children to attend regularly and punctually.

Transparency

The White House Preparatory school prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting The White House Preparatory school. Copies of this policy, together with our other policies relating to issues of child protection are on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communications are essential.

SAFER EMPLOYMENT PRACTICES (Policy 33)

The White House Preparatory School and Woodentops Nursery follow the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations. Please also see the School's recruitment, selection and disclosures policy and procedure, recruitment pack, policy on induction of new staff, governors and volunteers in child protection and model staff behaviour policy.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 2016), the proprietor prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised. Organisations providing contractors or consultants working on site are asked for assurances that where relevant and required, their staff have been suitably vetted in line with legal requirements.

The School works with external agencies where appropriate including inter-agency working on the part of the Designated Safeguarding Lead and attendance at strategy meetings.

As part of carrying out safe recruitment procedures under KCSIE, members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the School may undertake an online update check through the DBS Update Service.

Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State. Further checks will also include a check for information about any teacher sanction or restrictions that an EEA professional regulating authority has imposed. Those undertaking management posts will be subject to prohibition from management of independent schools checks.

All governors, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks. Confirmation is obtained that appropriate child protection checks and

procedures apply to any staff employed by another organisation and working with the School's pupils at School or on another site.

Should the School develop concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff.

The school will not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they or others who live and work in their households are "disqualified". Should it become clear an employee is disqualified the situation will be investigated and appropriate action taken to ensure the children are not made vulnerable by this situation. The school will inform the appropriate bodies and organisations should it be necessary to do so.

This policy is reviewed by governors annually. Please also refer to the School's Recruitment Policy for further details.

Disqualification /Staff Obligations

All staff in our school are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf). The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member who is aware of anything that may affect his/her suitability to work with children must notify [the school/their manager] immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster for more details.

If the school becomes aware of any relevant information which may lead to an employee become disqualified, the school will take appropriate actions to ensure the safety of the children. In the event of a staff member becoming disqualified the school will no longer continue employment. The school will provide The National College for Teaching and Leadership (see below) with the relevant information, details of the disqualification or where they would have been dismissed, had he/she not resigned first.

The school will give Ofsted, as soon as is reasonably practicable, but at the latest within 14 days of the date the school became aware of the information, or ought reasonably to have become aware if they had made reasonable enquiries, the following information about themselves of an employee when relevant:

- Details of any order determination, conviction, or other grounds for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose;

- The body or court which made the order, determination or conviction, and the sentence (if any) they imposed; and
- A certified copy of the relevant order (in relation to an order or conviction).

DESIGNATED SAFEGUARDING LEAD

Tony Lewis, Headmaster, is our Designated Safeguarding Lead (DSL) and supported by Mary McCahery, Principal and Grace McCahery. Their contact details are tony.lewis@whitehouseschool.com, mary@whitehouseschool.com and grace.mccahery@whitehouse.com. They have been fully trained for the demands of this role in child protection and inter-agency working in accordance with the locally agreed procedures and as set out in Annex B of Keeping Children Safe in Education. They are members of the senior leadership team at our School.

The Designated Safeguarding Lead (DSL) and all L3 trained staff undergo training at least every two years in order to provide them with the knowledge and skills to carry out their role. The DSL attends refresher training updated at regular intervals, as required, but at least annually to ensure that they remain conversant with best practice and to keep up with developments relevant to their role. All L3 trained staff have a job description for their safeguarding roles and key activities. The DSL role is to ensure that each member of staff has access to and is aware of and understands the School's safeguarding policy and procedures. Their training meets the requirements of the DfE's 'Keeping Children Safe in Education' (KCSIE). The DSL has ultimate responsibility for safeguarding and child protection in the School. This responsibility should not be delegated.

The DSL can be contacted at any time (during school hours) for staff in School to raise or discuss any safeguarding concerns.

Mary McCahery as DSL supported by Isabel Beresford, Sandy Tsagdi and Ellie Caine perform the same role for the EYFS department.

The DSLs maintains close links with the LSCB for Lambeth and reports at least once a year to the proprietors' on the child protection issues outlined above. The DSL will make prompt contact with children's social care where there are concerns that a child may be in need of help or is at risk of harm. The DSL will also make prompt contact with the Local Authority Designated Officer ("LADO") in relation to allegations against someone working at the School and/or the police if a criminal offence is suspected.

The DSLs will liaise with the local authority when necessary and work with other agencies in line with Working Together to Safeguard Children 2015 and attendance at strategy meetings. The DSL will work with partner agencies to seek advice, support and guidance, drawing on multi agency expertise, knowledge and experience to support pupils at risk of harm including emotional and intellectual harm via social media and use of the internet.

The DSLs receive focused training to support learning and understanding of the ever changing landscape of safeguarding which is underpinned by legislation and guidance and includes issues such as radicalisation. The DSL will undertake Prevent awareness training to enable them to provide advice and support to staff on protecting children from the risk of radicalisation. The DSL's and the School's focus is to support children in need through seeking early help and/or inter agency working, including using the Team around the Child Approach and/or the Common Assessment Framework.

The School's records on child protection are kept securely in the Head's office, and are separated from routine pupil records. Access is restricted to the DSL.

INDUCTION AND TRAINING

Every new member of staff, including part-timers, temporary, visiting, volunteers and contract staff working in the School, receives appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL and, if required, to the main points of local procedures of Lambeth Local Safeguarding Board www.lambethscb.org.uk or, in certain circumstances, the police.

Child Protection training is also given to new principals and volunteers. The particular training arrangements for the prevention of radicalisation are as follows online channel training as recommended by the DoF, in house INSET led by the Prevent Duty trained Headmaster and WRAP training delivered by the Lambeth Safeguarding Team.

Training in child protection and safeguarding is an important part of the induction process. Induction training includes:

- a review of the School's safeguarding policy including the staff code of conduct policy/behaviour policy, and the School's whistleblowing policy; and
- the identity of the DSL.
- ***All Staff are required to read the aforementioned KCSIE (2016) Part 1 as part of the induction policy. Staff are given guidance and training to ensure understanding of this document.***

Training also promotes staff awareness of child sexual exploitation, Prevent (including referrals to Channel programmes), so called 'honour based' violence, forced marriage and female genital mutilation. Training on the early help process and process for making a referral to children's social care and for statutory assessment that may follow a referral (including what role they may be expected to play in such an assessment) will also be provided together with the importance of maintaining an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action *without delay* if such a practice is suspected.

All new staff must read and sign to confirm that they have read KCSIE 2016 Part 1 and the relevant school policies listed in our Induction of New Staff policy.

The Head and all staff receive appropriate safeguarding and child protection training which is regularly updated in line with advice from the School's LSCB, Lambeth Local Safeguarding Board www.lambethscb.org.uk. In addition, the Head and all staff receive safeguarding and child protection updated as required, but at least annually to provide them with relevant skills and knowledge to safeguard children effectively. This is achieved using the Kwango online training programmes.

The DSL's undergo training at least every two years in order to provide them with the knowledge and skills to carry out their role. Both the DSL's will also receive regular updates as required, but at least annually to ensure that they remain conversant with best practice and to keep up with developments relevant to their role.

PREVENT DUTY / PREVENT RADICALISATION **(Refer to appendix 25a Prevent Duty and Promoting British Values)**

We recognise that it is a key role of the School to support children and that School may provide stability in the lives of children who may be at risk of harm. We also recognise that our pupils can be vulnerable and exploited by others. Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the School to support safeguarding. This includes awareness and sensitivity to attitudinal changes of pupils which may indicate they are at risk of radicalisation and may need help or protection. However, staff acknowledge that there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology and family, friends and online influences can all play a major factor in the radicalisation of young people.

Staff will consider the level of risk to identify the most appropriate referral, which could include reference to Channel or Children's Social Care. Contact details for support and advice on the Prevent Duty can be found below.

The Home Office statutory Prevent duty guidance can be accessed on:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf

The Department for Education non-statutory Prevent duty guidance can be accessed on:

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

The Channel General Awareness course can be accessed on the link below:

http://course.ncalt.com/Channel_General_Awareness/01/index.html

The School, in recognition that pupils may be at risk of being drawn into terrorism, carries out appropriate risk assessments (following consultation with local partners, such as the police) of the potential risk in the local area. Such risk assessments are discussed with the Head, DSL and Principal responsible for safeguarding Mary McCahery to ensure the School's safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised.

The particular training arrangements for the prevention of radicalisation are as follows online channel training as recommended by the DoFE, in house INSET led by the Prevent Duty trained Headmaster and WRAP training delivered by the Lambeth Safeguarding Team.

The technical details of the filters used by the School are as follows Go Guardian linked to chrome browsers and google education.

VISITING SPEAKERS

The Prevent statutory guidance requires schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School's responsibility to our pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

The School is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

Visiting speakers will be expected to understand that where appropriate their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the School may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers, whilst on the School site, will be supervised by a School employee. On attending the School, Visiting Speakers will be required to show original current identification document including a photograph such as a passport or photo card driving licence. The School shall also keep a formal register of visiting speakers retained in line with its Data Protection Policy.

CHILDREN MISSING FROM EDUCATION (41)

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect including that a child may be at risk of radicalisation, FGM or forced marriage. Unauthorised absences from school will be managed in accordance with the School's Missing Child Policy (41).

The School will monitor all pupil absences from school and promptly address concerns about irregular attendance with the parent/carer. A pupil who fails to attend school regularly or has been absent from school without the School's permission for a continuous period of 10 school days or more will be reported to the local authority. For

further details on when the School has a duty to report to the local authority, please see the Missing Child Policy and Procedures when a Child is not Collected on Time (41).

ACTION IF A PUPIL IS MISSING (Refer to Missing child policy 40)

N.B Please refer also to the school's missing child policy (see below) and procedures which also include the requirements for a day pupils and EYFS pupils.

- first check with the pupil's friends
- check with office who will check and if necessary inform the senior member of staff on duty who will then follow up this information.

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

LOST CHILD PROCEDURE (ref policy 16d and 40)

Once all the expected children have arrived, their names will be checked off the register, and the total number of children present will be recorded.

If it is discovered that a child is missing, a designated member of staff will make an immediate thorough search of the premises. A senior member of staff must be informed at the earliest moment.

- If the child is thought to be outside, two members of staff will make an immediate search of the front, rear and sides of the building.
- Once the child has been located, they will be given reassurance and caring support and returned to school.
- With incidents of this nature, parents / carers may also require support and reassurance.
- The parent/carer will be notified and informed of the events, they may wish to collect their child from the group, especially if the child seems upset by their experience.
- The incident and action taken will be recorded in the incident book and made available for the parent/carer to read and sign.
- In the unlikely event of not being able to locate the child, a member of staff will begin a more extensive search of the streets and properties immediately surrounding the school or venue, if on a school trip, questioning any passers by.
- At the same time, the senior member of staff will contact the police for help and advice, and then contact the parent/carer, in order to inform them of the situation and action taken.
- The senior member of staff will meet the police and parents / carers.
- The senior member of staff will then await instructions from the police.
- Once the child has been located and returned to their parent/carer a full staff meeting will take place as soon as possible, in order to further review safety standards and precautions.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

LATE COLLECTION of CHILDREN PROCEDURE (ref 16c)

(Refer to Missing child policy 40)

Aims

- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day
- To follow up the non-collection to minimise the possibility of it happening again.

Minimising the possibility of late collection

The times of the school day are clearly communicated to parents in the parents' Information sheets and newsletters. Parents are also informed of the importance of informing the school if there are any changes to their collection arrangements or if they are going to be late. It is equally important that the relevant staff are informed that a parent has notified the school or Nursery of late collection. If the school changes the collection time it will notify this clearly to parents and in advance e.g. through the termly Dates' List , weekly Newsletter, e-mail or text. Children are also to be reminded about this by their Class Teacher.

Procedure to be followed if a child is not collected

If a child is not collected at the end of the school/Nursery day it is important to establish with the child what their understanding of the arrangement was. The child may need reassurance if they are worried or concerned. If it is a Nursery or Kindergarten morning only child, they should stay with a member of staff and the Head of Early Years or Nursery Manager made aware of his/her presence.

The senior member of staff should carry out steps 1, 3, 4 and 6 below. If it is not possible to contact the parents by 12.30pm or 1.30pm for Day Nursery, other emergency contact numbers should be tried. If it has still not been possible to contact anyone the child will need to be provided with a drink and something to eat (check food allergies) and should then attend the afternoon session and, if necessary, After School Care. It is important that the contact numbers are tried regularly throughout the afternoon.

If it is at the end of the school day before school clubs or After School Care/Homework Club starts, the child should remain in the office until 4.00pm. The class teacher should carry out steps 1-5 below and if the child has still not been collected s/he should be sent to After School Care. Depending on the situation, the parents may be phoned at this stage.

If a child has been in school clubs or After School Care/Homework Club it will not be clear until 4:45pm or 6:15 respectively that they has not been collected. The child should remain with the senior teacher on duty whilst he/she carries out steps 1-6 below.

If a child has not been collected at the end of the nursery day by 6.15. the child should remain with either the Nursery manager / proprietor or Head of Early Years, whilst s/he carries out steps 2 – 4 & 6.

The senior teacher, Principal, Headmaster or Head of Early Years:

1. Check the child's Homework Diary.
2. Check with office staff to see whether a phone call or note has been received.
3. Check in the register for a note.
4. Check the parent is not waiting at a different entrance.
5. If they have an older sibling, check if they know of a different arrangement for that evening.
6. Check the register in the After School Homework diary
7. Call the parent/carer.

Contact numbers are kept in the office and parents are asked regularly to update them. Please ensure that any other staff in school are aware that you are trying to contact a parent. It is important to try the home number, mobile numbers and work numbers. If an answer phone is used please leave a short message to say the day and time, that you are ringing from the White House School and that you still have X with you and could they please contact the school to confirm his/her collection arrangements for today and that you will try another number for them. If a child is picked up after 6:15pm please record in the Homework diary, giving reasons for the late pick-up. It is important that the child is reassured as they may be getting worried.

If there has been a major incident e.g. in London and many parents may be affected. The senior teacher will continue to try to contact the parents until 6.30pm.

If no contact has been made it will be necessary to use other emergency contacts such as grandparents. It is likely that one of these will come and collect the child. If this is so, a message should be left for the parent to tell them that this is where their child is.

The Headmaster must be informed of the situation; or Principal if he is unavailable.

If by 7pm it has not been possible to make contact with any parent, relative or any of the emergency contact numbers and there is no indication of why the child has not been picked up, it will be necessary to contact Lambeth Children and Young People's Service and explain the situation to them. They will advise on the appropriate subsequent course of action.

Follow-up

Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain whether there is anything that the school could reasonably do to avoid a recurrence of this situation. It may be necessary to discuss with the parent/carer steps that they could take to avoid recurrence e.g. ensuring that the school has current contact details etc.

It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

Useful contact numbers

Lambeth Council Children, young people and adults' services provide an out of hours team that is there to help with these emergencies. The team consists of one social worker on duty at any time. See full list of contacts in the documents.

CHILD SEXUAL EXPLOITATION

The School recognises that children who are victims of child sexual exploitation may go missing from education. School staff will be alert to possible indicators of child sexual exploitation and any concerns will be managed in accordance with this policy. Lead for Child Exploitation who will be consulted by DSL in the event of concern is Jo Clark Head of EYFS.

SO-CALLED 'HONOUR BASED' VIOLENCE ('HBV')

So-called HBV can include forced marriage and Female Genital Mutilation ('FGM'). School staff will be alert to possible indicators of HBV. Guidance on the warning signs of HBV can be found on pages 38-41 of the Multi-agency statutory guidance of FGM (<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>) and pages 13-14 of the Multi-agency guidelines: Handling case of forced marriage (<https://www.gov.uk/guidance/forced-marriage>).

From October 2015, all teachers (along with social workers and healthcare professionals) have a statutory duty to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils.

For the purposes of the mandatory reporting duty, a teacher is someone who undertakes teaching work as follows (including through distance learning or computer aided techniques):

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment or pupils.

These activities are not teaching work if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the head teacher to provide such direction. The mandatory reporting duty will not therefore apply to supervised teaching assistants.

If staff have concerns that FGM has taken place, as well as reporting this to the police, they should also activate local safeguarding procedures using existing and national and local protocols. Unless the teacher has a good reason not to, they should still consider and discuss any case of FGM with the DSL and involve children's social care as appropriate. Information on when and how to make a report can be found at Mandatory reporting of female genital mutilation: procedural information

(<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>)

The local police non-emergency number is Tel: 020 7326 1212

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

All staff also need to be alert to the specific needs of those pupils who special educational needs and/or disabilities, including young carers. Those with SEND may not outwardly shown signs of abuse and/or may have difficulties in communication about abuse or neglect. Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

STAFF BEHAVIOUR AND CODE OF CONDUCT (Policy 41)

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking one pupil on his/her own in a car.

Communication with Pupils including the use of social media

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system. The school mobile should be used for any contact with pupils that may be necessary. Staff should be aware that it is not appropriate to use social media to communicate with pupils. Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers. A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the designated member of staff with responsibility for child protection informed and, if appropriate, a copy placed on the pupil's file.

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the designated member of staff with responsibility for child protection /Headmaster who will decide what to do next. Where this relates to the school's nursery/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Physical education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Electronic communication with pupils

Electronic communications with pupils is not acceptable in any form.

Transporting pupils

A member of staff should never give a lift in a car let alone if the pupil is alone. Should be it necessary to escort a child e.g. by taxi, then at least one other adult (preferably another member of staff). Any change to this will be exceptional and permission can be given only by the Principal or Headmaster.

Confidentiality

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

CONDUCT REQUIREMENTS FOR STAFF (Policy 41)

Attendance and Timekeeping

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their Headmaster in advance when possible. If this is not possible, he/she is asked to contact the Headmaster at the earliest opportunity.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking is not allowed anywhere on site.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site save where at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Employees conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

Taking medication

Staff must not be under the influence of any substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice and discuss with the Headmaster. As a nursery we will ensure practitioners only work directly with children if medical advice confirms that the medication is likely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored and out of the reach of children at all times

Personal Appearance

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations of staff they are, nonetheless, required to look smart in appearance. Jacket to be kept onsite ready for show rounds. No Jeans and No flip flops/open toed shoes. A good benchmark is "business smart" but appropriate your role/context.

Use of Mobile Phones and Cameras: Staff

Personal mobiles and personal cameras should not be used in the presence of pupils.

It is normal (and to be encouraged) that we take photographs of pupils to record their efforts, achievements and progress. They are particularly relevant on off site visits and fixtures. Photographs can be taken only on school provided cameras and then downloaded onto school computers at the earliest moment (usually on return to school from the trip), where they will be monitored. Photos must carried/stored away from the school, stored on personal equipment, used or passed on outside the school.

Photographs will only be taken of children with their parents' permission (provided in writing via consent form on entry).

Neither staff nor children may use their own mobile phones to take photographs within our EYFS setting, nursery and up to Year 6 in our school.

Staff use of private mobiles is restricted to the staff room whilst on site.

Use of Mobile phones and Cameras in the Woodentops Nursery

The nursery allows staff to bring in personal mobile phones for their own use on their lunch breaks. All staff must ensure that their mobile phone is switched off and left in the locked box in the staff kitchen during working hours, only to be checked in the staff room at breaks and lunch.

Mobile phones are not to be used in the building at any time and must NEVER be used to take photographs of other staff members, parents, or children. Parents and visitors must be reminded that they are not to use their phones whilst in the nursery, and under no circumstances can they take any photos within the building.

Under no circumstances are staff permitted to have their mobile phones in the play rooms or bathrooms. This will be deemed gross- misconduct.

Whilst on an outing with the children mobile phones must stay at work in the staff room, the nursery provides an outings phone which has the contact numbers for management from both settings.

Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras. They must then be downloaded onto nursery computers, where they will be monitored. Photos cannot be used or passed on outside the school.

Failure to adhere to any of the above will be taken very seriously, logged and investigated appropriately and disciplinary action may occur.

Use of Mobile Phones and Cameras: Parents

Personal mobiles and personal cameras should not be used in the presence of pupils. There are occasions when parents will be permitted to take photographs and this with specific permission according to the event. Should permission be given it is on the agreement that any photograph is for private use only amongst family and will never be published or used outside of this arena, this includes making it available on social media.

ONLINE SAFETY

The School will ensure that:

- appropriate filters and monitoring systems are in place to keep children safe online. The School's systems are Go Guardian and Google education using chrome browsers. Such systems aims to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm;
- children are taught about safeguarding, including online; and
- staff are equipped with the knowledge to safeguard children online by attending online safety training.

The School's Internet use and E-Safety Policy (20) also sets out the School's approach to online safety.

Staff are required to sign an acceptable use of IT document upon joining the school and annually.

PROCEDURES FOR DEALING WITH ALLEGATIONS OR CONCERNS ABOUT A CHILD

The school treats the safeguarding of the pupils in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk.

All our school staff are made aware of their duty to safeguard and promote the welfare of children in the school's care. Staff members are alerted to the particular potential vulnerabilities of looked after children.

Every member of staff, including part-timers, temporary, visiting, contract and volunteer staff working in school is required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead, who will refer directly to the school's local authority (LADO) (see below). This includes alleged abuse by one or more pupils against another pupil. All concerns and incidents must be reported to the DSL the same day and no staff should ever leave the site until they have reported a concern.

The Designated Safeguarding Lead will report safeguarding concerns to the Principal. All safeguarding processes are guided by the Lambeth Children's Social Care protocols as of 1 August 2017 which includes Early Help Assessment and any consequent action plan. Where there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm, a referral to local agencies will be made within 24 hours of the safeguarding issue being raised. For children in need of additional support from one or more agencies, the school will contact Lambeth Referral and Assessment Team to coordinate a meeting with all agencies. The school recognises it's duty to both Children in Need and Children at Risk of Harm in liaison with Lambeth to support these children's needs following guidance as directed.

When directing referrals to a child's resident Local Authority, the school will attempt to liaise directly with local authorities. In relation to the needs of children resident in other local authorities, in an emergency, it will be considered the duty of the social care department Lambeth to assist the school. Lambeth will then liaise with another local authority if a pupil in need were resident elsewhere (section 47, Children's Act, 1989).

Where the allegation(s) concern the Designated Safeguarding Lead the staff member should report the matter to the Headmaster/Principal who will refer directly to the school's local authority (LADO) (see below).

The school will inform Ofsted of any allegation of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Allegations Against the Headmaster or Principal

Where the allegation(s) concern the Headmaster or Principal it should reported directly to the Principal or Headmaster or direct to the school's local authority (LADO) (see below).

PROCEDURES FOR DEALING WITH CONCERNS OR SUSPICIONS OF ABUSE OR NEGLECT

The School treats the safeguarding of the pupils in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be at risk. All our school staff are made aware of their duty to safeguard and promote the welfare of children in the School's care. Staff members are alerted to the particular potential vulnerabilities of looked after children. Mary McCahery is the appropriately trained teacher for liaising with virtual school heads for those looked after children in the School.

The School recognises that there may also be children who, whilst not suffering harm or at immediate risk, require additional support from external agencies. Where appropriate, the School may consult with the child concerned and their parents regarding a referral to external agencies (such as children's social care). This may lead to a written plan to support a child in need being drawn up or an early help assessment, such as the Common Assessment Framework, being carried out. In either case, the School will liaise and take advice from external agencies as appropriate.

If a member of staff is made aware of **any** allegation of abuse, or if knowledge of possible abuse comes to his/her attention it is his/her duty to listen to the child, to provide re-assurance and to record the child's statements, but not

to probe or put words into the child's mouth. On hearing an allegation of abuse or complaint about abuse directly from a child, a member of staff should limit questioning to the minimum necessary for clarification. Leading questions should be avoided. No inappropriate guarantees of confidentiality should be given; rather the child should be told that the matter will be referred in confidence to the appropriate people in positions of responsibility.

Every member of staff, including part-timers, temporary, visiting, contract and volunteer staff working in School should report any concerns (including those where a pupil may benefit from early help or where it includes alleged abuse by one or more pupils against another pupil) to the DSL on the same day and submit an accurate written record of the disclosure or concerns. However, any staff member can make a direct referral to children's social care or other external services such as early help services in accordance with the referral threshold set out by Lambeth Safeguarding Board.

Where staff have concerns that a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. **Anyone** can make a referral. If anyone other than the DSL makes a referral, they should inform the DSL that a referral has been made as soon as possible. Staff must share information with children's social care and/or the police where there are any concerns that a child may be at risk of harm or neglect.

If staff members are unsure about whether or not a referral should be made, they should speak to the DSL. The DSL will contact the Local Authority Designated Officer (LADO also known as DO) for advice or direction and will inform Ofsted if appropriate. In relation to our nursery/EYFS setting, the School will inform Ofsted as soon as is reasonably practicable, in any event within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

The DSL will refer **all** allegations or suspicions of abuse or cases where there is reasonable cause to suspect a child is suffering, or is likely to suffer significant harm, to the local authority designated officer (LADO) within 24 hours.

Borderline cases will be discussed with the LADO without identifying individuals in the first instance and following discussions the LADO will judge whether or not an allegation or concern meet the relevant threshold. The LADO will decide in the circumstances what further steps should be taken. This could involve calling the police.

Where the outcome of a referral is not reported to the referring member of staff or DSL and/or where a child's situation does not appear to be improving, the School will follow this up with the children's social care and push for reconsideration where appropriate. Any member of staff who has concerns that a child's situation does not appear to be improving should press for re-consideration.

The School will not do anything that may jeopardise any external investigation. Once the matter has been referred, all further responsibility for gathering information and deciding what happens next will rest with social services and the police.

With regard to the Prevent Duty, the School will co-operate with Channel panels and the Police with assessments are being undertaken.

In the case of pupil-on-pupil abuse which the School has reported to the LADO and which the LADO or statutory child protection authority decides to investigate further, the matter will be dealt with under the School Behaviour Policy (5) after discussion with the LADO.

Where the suspicion or complaint is in relation to terrorism or extremism ideas involving a pupil, staff must firstly raise this with the Principal or Head/DSL without delay. The Principal or Head/DSL will consult with external agencies, as appropriate in accordance with this policy. Where the level of risk is such that there is an immediate risk of harm or staff have a genuine concern that there is an immediate risk of harm, any member of staff may make a referral directly to children's social care or the police. The School will not discuss any concerns in relation to possible radicalisation without first agreeing with children's social care or the police what information can be disclosed.

The Head/DSL will report safeguarding concerns to the Principal (provided they do not concern the Head/DSL).

For children in need of additional support from one or more agencies, the School will liaise Lambeth in the form of an Education Health Plan. The School's local authority is Lambeth which operates the Lambeth Safeguarding Children Board. The White House's points of contact are as follows: Mary McCahery and Tony Lewis.

PROCEDURES FOR MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF, VOLUNTEERS AND THE HEAD

The School's procedures for dealing with allegations against any staff member (and volunteers who work with children) aims to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from vexatious allegations. The School will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered.

The School will liaise with the LADO, police and social services as to managing confidentiality as appropriate. The School's procedures for managing allegations against staff (including the Head and DSL) and volunteers follows Departmental guidance and Lambeth Safeguarding Board arrangements and apply when staff, including volunteers, have (or alleged to have):

- Behaved in a way that has harmed a pupil, or may have harmed a pupil;
- Possibly committed a criminal offence against or related to a pupil; or
- Behaved towards a pupil in a way that indicated that they would pose a risk of harm if they were to work regularly or closely with children.

Should the allegation of abuse concern the DSL/Headmaster the member of staff should inform the Principal who will act in the place of the DSL. Should the allegation be against the School Principal/Proprietor the DSL will immediately inform LADO.

If the allegation concerns a member of staff, the Head or a volunteer he/she would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the LADO is known. Advice will always be sought from the LADO first. The School will normally appoint a member of staff to keep the person informed of the likely course of action and the progress of the case. The accused will be informed of this at the time of their suspension.

If the police or children's social care services need to be involved the member of staff will not be informed until those agencies have been consulted and have agreed what can be disclosed to the accused.

The outcome of investigation of an allegation will record whether it is substantiated (sufficient evidence either to prove or disprove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it) or malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive). If it is established that the allegation is malicious, no details of the allegation will be retained on the individual's personnel records. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with DfE advice. A copy will only be provided to the individual concerned following consultation with appropriate agencies and agreement has been reached as to what information can be disclosed. Allegations proven to be false, unsubstantiated or malicious will not be included in employer references.

If the LADO or any of the statutory child protection authorities decide to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member informed of them. Where a member of the residential staff is suspended pending an investigation of a child protection nature, suitable arrangements must be put in place for alternative accommodation away from children. The School recognises it has a duty of care to staff but may take action in the event of allegations against staff in accordance with its disciplinary procedures. The School will ensure support is in place for individuals facing an allegation and a representative will be appointed to keep the individual informed of progress of the case and to consider what other support is available and appropriate for the individual.

During the course of the investigation the School in consultation with the LADO will decide what information should be given to parents, staff and other pupils and how press enquiries are to be dealt with. In reaching their decision due consideration will be given to the provisions in the Education Act 2011 and in Keeping Children Safe in Education relating to reporting restrictions identifying teachers who are the subject of allegations from pupils.

On the outcome of the investigation should it be necessary the school will report the issues to the DBS and NCTL.

Allegations against a member of staff who is no longer at the School (including historical allegations) should be referred to the police.

Any pupils who are involved will receive appropriate care.

Staff should also have regard to the Staff Behaviour Policy (42) to minimise the risk of allegations being made.

The school will make every effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated.

Allegations that are found to have been malicious will be removed from personnel records and will not feature in any employer reference. For all other allegations a clear and comprehensive summary of the allegation, of how the allegation was followed up and resolved and a note of any action taken and decisions reached will be kept on the confidential file of the accused.

Should a pupil make a malicious allegation the school will review should the police be involved and any potential disciplinary action against the person, pupil or otherwise.

Review and learning from experience. Consequent to any safeguarding event the school will review and seek to learn from those experiences. This is in addition to the regular reviews which take place.

EQUAL TREATMENT (Policy 13)

Equal opportunities

The school policy asserts that the school community reflects society and needs to understand it. The ethos of the school is one of tolerance, understanding and a striving for excellence in all. All members of the school community are encouraged to understand, appreciate and value the differences between us. Encouragement and praise should be the foundation of relationships between children, staff and parents.

We are committed to equal treatment for all pupils regardless of sex, race, disability, religion or belief. We keep a record of racist incidents.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Our staff undertake regular consultation activities with our pupils e.g participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times.

COMPLAINTS (Policy 6)

Copies of the school's complaints procedure can be sent to any parent on request and accessible on our school website. Any complaint arising from the implementation of this policy will be considered under the school's complaints procedure.

WHISTLEBLOWING (Policy 32)

KCSIE(2016) states that if a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Headmaster and to the designated member of staff with responsibility for child protection (or to the principal where the concern relates to the Headmaster). Any concern

will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

BULLYING (Policy 3)

Bullying is: "a systematic and extended victimisation of a person or group, by another or group of others." The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully's best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details.

"Bullying may be defined as: *Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally*". Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies.

EXTERNAL REFERRALS

We follow Disclosure and Barring Service (DBS) guidance and procedures regarding referrals and barring decisions and the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups Act (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009. Separate to involvement of the LADO, schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

The White House Preparatory School and Woodentops Nursery will make such a referral as soon as possible after the resignation or dismissal of any individual (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. This includes dismissal, non-renewal of a fixed term contract, no longer using supply teacher engaged directly or supplied by an agency, terminating the placement of a trainee or volunteer, no longer using staff employed by a contractor and resignation and voluntary withdrawal from any of the above.

Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the School will consider making a referral to the National College for Teaching and Leadership (NCTL) as required by sections 141D and 141E of the Education Act 2002 and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence). The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

The School will make a serious incident report to the Charity Commission whenever the Commission's guidelines deem it appropriate to do so.

From October 2015, section 5B of the Female Genital Mutilation Act 2003 placed a statutory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the School's designated safeguarding lead and involve children's social care as appropriate.

Should historical allegations of child abuse be made against a teacher who is no longer teaching, the School will, in accordance with Keeping Children Safe in Education, report the matter to the police. Similarly, allegations against a teacher who is no longer working at the School will also be referred to the police. All allegations of historical abuse should be referred to the Head or DSL straight away.

PARENTS

In general, we believe that parents should be informed about any safeguarding concerns regarding their children. It is important that we are honest and open in our dealings with parents. However, concerns of this nature must be referred to the DSL or the Head who will decide on the appropriate response. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk. In such cases, advice will be sought from the LADO.

PROMOTING AWARENESS

The School's curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All teaching staff play a vital role in this process, helping to ensure that all pupils relate well to one another and feel safe and comfortable within the School. We expect all the teaching and medical staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being. All staff, including all non-teaching staff, have an important role in insisting that pupils always adhere to the standards of behaviour set out in our behaviour policy (5) and in enforcing our Anti-Bullying Policy (3).

Time is allocated in PSHE to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, drama and RE lessons are used to promote tolerance and mutual respect and understanding.

All pupils know that there are adults to whom they can turn to if they are worried. If the School has concerns about a child there is always a recognised requirement for sensitive communication and designated staff members are aware of the need to avoid asking leading questions. Our support to pupils includes the following:

- All pupils have access to a telephone helpline enabling them to call for support in private.
- Every child has a homework diary which contains guidance on where to turn for advice, including confidential help lines and web addresses for external specialists such as ChildLine, Kidscape, Get Connected and the Samaritans.
- We provide regular lessons to pupils on e-safety and ensure that all pupils understand and adhere to the School's guidelines in this area. This includes guidance on educating pupils to stay safe including e-safety and online protection. For more details on cyber-bullying please refer to the School's anti-bullying policy. E-safety to pupils is taught explicitly as part of the Computing curriculum using the first two lessons of the Autumn term. (See E-Safety Curriculum Map).

POSITION OF TRUST

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

RECORDS

All concerns, discussions and decisions (with reasons) made in accordance with this policy will be recorded in writing.

Types of abuse and neglect

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. They may be abused by an adult or adults or 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 or not 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions and signs of child abuse such as the one produced by the NSPCC here:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> see Annex A and pages 11 - 13 and Annex A.

Indicators of FGM

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage

- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

Signs a teacher or school may notice

- A family arranging a long break abroad during the summer holidays.
- Unexpected, repeated or prolonged absence from school.
- Academic work suffering.

A child may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school.

Indicators FGM may have taken place

A girl or woman who's had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

The physical effects of FGM

FGM can be extremely painful and dangerous. It can cause:

- severe pain
- shock
- bleeding
- infection such as tetanus, HIV and hepatitis B and C
- organ damage
- blood loss and infections that can cause death in some cases.

Radicalisation: Indicators

Spotting signs and getting help

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

Talking about terrorism: tips for parents

Children are exposed to news in many ways, and what they see can worry them. Our advice can help you have a conversation with your child:

- listen carefully to a child's fears and worries
- offer reassurance and comfort

- avoid complicated and worrying explanations that could be frightening and confusing
- help them find advice and support to understand distressing events and feelings
- children can always contact Childline free and confidentially on the phone and online.

Dealing with bullying and abuse

It's also important to address bullying and abuse following terrorist attacks.

- **Some children may feel targeted because of their faith or appearance**
- Look for signs of bullying, and make sure that they know they can talk with you about it. Often children might feel scared or embarrassed, so reassure them it's not their fault that this is happening, and that they can always talk to you or another adult they trust. Alert your child's school so that they can be aware of the issue.
- **Dealing with offensive comments about a child's faith or background**
- If you think your child is making unkind or abusive comments, it's important to intervene. Calmly explain that comments like this are not acceptable. Your child should also understand that someone's beliefs do not make them a terrorist. You could ask them how they think the other child felt, or ask them how they felt when someone said something unkind to them. Explain what you will do next, such as telling your child's school.

PUPIL BEHAVIOUR

Good behaviour is essential in any community and we have high expectations for this. The Behavioural policy (3) details the rewards and sanctions available to staff. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work
- Showing work in Assembly
- House Points
- Certificates
- Cups

Sanctions range from:

- Discussion regarding their inappropriate behaviour
- Being removed from the class or activity
- Loss of playtime
- Reporting to a senior member of staff
- Informing parents

Photographing, videoing and mobile phones

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend The White House School, Woodentops Kindergarten and Day Nursery.

Purpose

It is our policy to use photographs taken in the school and nursery to support the children's learning and also to record children's individual progress. Photographs recorded in the school and nursery as part of a normal day are taken using a digital camera and are only taken by members of the staff team. There is a dedicated camera for use in the school and nursery and it is absolutely forbidden for members of staff to use the camera on their personal mobile phones to take photographs of children.

Additional photographs or images may be taken of children as part of the work of the school and nursery and may be taken by an outside photographer or other parents (during the Christmas production or any other events the school

and nursery may have) In the case of outside agencies taking photographs for marketing purposes, the school and nursery will seek written, parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.

Guidelines

Photographs/videos are taken to:

- support the learning of each child's individual record
- illustrate work on display around the school and nursery building.

Photographs may also be taken in the following ways:

- Whenever possible, photos taken by outside agencies will be taken so that individual children are difficult to identify. The photo will be taken from a distance or from behind.
- At times, photos of children in school and nursery will be taken to promote a particular event/activity including use in the school magazine and adverts for the day nursery

Parent's use of cameras/videos in the Day Nursery

Parents/carers will be invited to record their child's inclusion in group events at Christmas and other celebrations through the use of photographs or video on the understanding that they will not publish any material on the internet as the school and nursery has no control over these images once they are in the public domain.

We will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities. At no time are staff permitted to bring in a camera from home, nor use their mobile phones in the Nursery rooms.

Personal mobile phone must not be used in the setting when working with the children or on a school trip. All mobile phone must be stored away securely when in contact with the children. The school mobile phone will be taken and used for emergencies when on a school outing.

MONITORING AND EVALUATION OF THIS POLICY

The School monitors and evaluates its safeguarding policy and procedures through the following activities:

- Proprietorial involvement in Day to Day running of the School;
- Senior leadership team discussion sessions with children and staff
- Weekly staff meetings – Agenda item and minuted
- Pupil questionnaires
- Frequent scrutiny of attendance data
- Regular analysis of a range of risk assessments
- Regular analysis of appropriate provision for the fulfilment of other safeguarding responsibilities relevant to the School [e.g. sufficient account must be taken of the nature, age range and other significant features of the School, such as historical issues, in the provisions made for safeguarding].
- Frequent scrutiny of leadership meeting minutes
- Logs of bullying and/or racist behaviour incidents are reviewed regularly by the senior leadership team and the governing body
- Regular review of parental concerns and parental questionnaires
- Regular review of the use of pupil-specific leisure rooms and clubs at lunchtime and after school
- Regular review of training offered to staff, including e-safety training.

References:

A Legal Requirement and an ISI Reporting Standard

References:

A. ISI Handbook for the Inspection of Schools, The Regulatory Requirements September 2016 www.isi.net

B. 'The Early Years Foundation Stage: Statutory Framework September 2014':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299391/DFE-00337-2014.pdf

- C. 'Keeping children safe in education' DfE guidance September 2016:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- D 'Working Together to Safeguard Children', DfE guidance dated March 2015:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- E. The definition and signs of child abuse (<http://www.nspcc.org.uk/signsofabuse>)
- F. 'Child Protection in Academies: Setting the Scene', Browne Jacobson Solicitors 2009
- G. 'School Staff as Police Officers'- an ISBA briefing document by Farrer & Co, February 2012
- H. Evidence from the NSPCC Policy Adviser - Safeguarding, Emily Arkell, to Sir Roger Singleton's Review, dated 2 February 2009. (www.nspcc.org.uk)
- I. Statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015

Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Principal & Headteacher
Policy reviewed:	Sept 17	By:	Principal & Headteacher
To be reviewed:	Sept 18	By:	Principal & Headteacher

The following notice is displayed

DISCLOSURE NOTICE (25b)

We as a school community are committed to safeguarding children and if any member of staff or adult suspects that a child is being abused we will immediately inform contact Lambeth Safeguarding Children Board (LSCB) and liaise with the Local Authority Designated Officer (LADO).

DISCLOSURE NOTICE

We as a school community are committed to safeguarding children and if any member of staff or adult suspects that a child is being abused we will immediately inform the Local Safeguarding Children Board (LSCB).

DISCLOSURE NOTICE

We as a school community are committed to safeguarding children and if any member of staff or adult suspects that a child is being abused we will immediately inform the Local Safeguarding Children Board (LSCB).