



## CHILD PROTECTION POLICY

### STATEMENT OF INTENT

The safety and welfare of all our pupils at Hyde Park 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 Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster together with DfE guidance contained in Working Together to Safeguard Children (26 March 2015) and Keeping Children Safe in Education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (KCSIE September 2016). This policy is applicable to the whole School community, including those pupils in the Early Years Foundation Stage (EYFS).

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; safeguarding and promoting the welfare of children is everyone's responsibility. This includes a duty both to children in need and to children at risk of harm. All staff should read at least Part 1 of KCSIE September 2016. All School staff should be aware that child protection incidents can happen at any time and anywhere and are required to be alert to any possible concerns. It is important to note that even though Hyde Park School is situated in an affluent area and many of our pupils come from wealthy families, this by no means makes them exempt from risk of all forms of abuse. The Directors ensure that the following mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of KCSIE:

- Regular updates to schools,
- Termly Safeguarding Forums,
- Regular Group Training Sessions.

### 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.

**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. Signs to look out for:

- Unexplained injuries, bruises or marks
- Fear, watchfulness, over-anxiety to please
- Small, round burns or bite marks
- Frequent absences from school

**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. Signs to look out for:

- Unexplained gifts of money
- Withdrawn, anxious behaviour, lack of self-confidence
- Self-harm and eating disorders
- Demanding or attention-seeking behaviour
- Unwillingness to communicate
- Repetitive, nervous behaviour such as rocking, hair twisting

**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. Children who are sexually abused may:

#### **Stay away from certain people**

- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.

#### **Show sexual behaviour that's inappropriate for their age**

- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that you wouldn't expect them to.

#### **Have physical symptoms**

- anal or vaginal soreness
- an unusual discharge
- sexually transmitted infection (STI)
- pregnancy.

**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. Signs to look out for:

- The child's clothes are often dirty, scruffy or unsuitable for the weather
- No one seeks medical help when the child is ill or hurt



- The child has poor hygiene (smelly, dirty)
- The child is left alone with unsuitable carers.
- The child is thin, pale, lacking in energy
- The child has lots of accidents
- The child is exposed to risks or dangers, such as the home being unsafe or drugs or needles being left around

Annex A of KCSIE should also be referred to by all senior members of staff and those staff working directly with children. Such staff include Teachers, Nursery Staff, Teaching Assistants, Administration Staff and Catering Teams.

### 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, truanting, 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 is that pupils do not have any access to mobile phones in school at all. PSHME lessons teach of the dangers of using mobile phones. 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 warrant a response under these procedures rather than the School's Promoting Good Behaviour Manual. Abusive behaviour by pupils must be taken seriously. Behaviour should not be dismissed as being normal between young people, as "banter" or simply "part of growing up". Behaviour such as initiation violence or any form of sexual harassment is not acceptable.

### 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 setting up meetings with Mrs Laura Narbett, the Deputy Head of Pastoral to ensure that pupils are able to express their views and provide feedback opportunities. The School will operate processes with the best interests of the pupil at their heart.

### TRANSPARENCY

Hyde Park School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting Hyde Park 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

Hyde Park School follows 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 staff behaviour policy.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 2016), the governing body 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 DSL 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.

Should a member of staff join us from abroad, a relevant overseas check will be carried out if a DBS cannot be obtained. To ensure all staff are verified, the school will issue a contractors' agreement for DBS information sharing and KCSIE policy which is included as Appendix 1.

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.

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

## RAISING AWARENESS

Elaine Simpson is the liaison governor for safeguarding issues. The role of the designated governor is to liaise with the local authority on issues of child protection or in case of allegations against the Head or a member of the Governing Body. The governors, in conjunction with the Designated Safeguarding Lead (DSL), carry out an annual review of the School's safeguarding policy and procedures with day-to-day issues being delegated to the safeguarding forum, which both the head and the designated safeguarding lead attend. The governing body is responsible for:

- reviewing the procedures for and the efficiency with which the safeguarding duties have been discharged;
- ensuring that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay; and



- approving amendments to safeguarding arrangements in the light of changing Regulations or recommended best practice.

We recognise that the School plays a significant part in the prevention of harm to our pupils by providing good lines of communication with trusted adults, supported friends and an ethos of protection. We include within this the emotional wellbeing of our pupils and recognise the role school plays in recognising and protecting our children who may be vulnerable to radicalisation or exposed to extremist views.

#### DESIGNATED SAFEGUARDING LEAD

Mrs Patricia Watt, Deputy Head is our Designated Safeguarding Lead (DSL). Her contact details are 0207 225 3131 or [Patricia.Watt@hydeparkschool.co.uk](mailto:Patricia.Watt@hydeparkschool.co.uk) She has 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. She is a member of the senior leadership team at our School.

Mrs Hilary Wyatt who is the Headmistress and Mrs Laura Narbett who is the Deputy Head of Pastoral are both deputies to the DSL. Their contact details are 0207 225 3131 or [Laura.Narbett@hydeparkschool.co.uk](mailto:Laura.Narbett@hydeparkschool.co.uk) and 0207 225 3131 or [Hilary.Wyatt@hydeparkschools.co.uk](mailto:Hilary.Wyatt@hydeparkschools.co.uk) . They are also trained to the same level as Mrs Patricia Watt.

The DSL and her deputies undergo training at least every two years in order to provide them with the knowledge and skills to carry out their roles. They will also attend refresher updates 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. They all 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, Patricia Watt 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.

Mrs Karen Dapson is the DSL for the EYFS based at our Marble Arch site. Her contact details are 0207 262 1190 or [Karen.Dapson@hydeparkschool.co.uk](mailto:Karen.Dapson@hydeparkschool.co.uk). In her absence, Miss Isabel Mouzo is the Deputy DSL. Both have received Level 3 training.

The DSL maintains close links with the LSCB for 'Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster and reports at least once a year to the governors' 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 DSL 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 DSL receives 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 Mrs Laura Narbett's office and on our school network and SchoolBase system, and are separated from routine pupil records. Access is restricted to the DSL's and the Head.

### 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 or the Head and, if required, to the main points of local procedures of Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster or, in certain circumstances, the police. Child Protection training is also given to new governors and volunteers. The particular training arrangements for the prevention of radicalisation takes place for all staff each year and staff are informed of any updates that may take place as they arise.

Training in child protection and safeguarding is an important part of the induction process. More detail is set out in our policy on 'Induction of New Staff in Child Protection'. 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's.

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. Flowcharts indicating what a staff member should do if they are concerned about a child are displayed or easily accessible in each room (Appendix 2).

All new staff must read and sign to confirm that they have read Part 1 and Annex A of KCSIE and the relevant school policies listed in our Induction of New Staff in Child Protection policy. [Temporary staff and volunteers will be provided with an Induction document which is shown in Appendix 3].

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 Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster. 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.

The DSLs undergo training at least every two years in order to provide them with the knowledge and skills to carry out their role. DSLs 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.

### STAFF OBLIGATIONS

All staff in our School are required to notify the School immediately if there 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](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 head 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 head for more details.

### PREVENTING RADICALISATION

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](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](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, DSLs and governor responsible for safeguarding 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 School's particular training requirements are for Prevent Training to take place on an annual basis and more often if the risks were to increase for any reason. Pupils are always supervised when using the school laptops which have the relevant filters for the age group of the children.

### 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.

Please see Appendix 5 for our Visiting Speakers Policy, Agreement and Risk Assessment.

#### CHILDREN MISSING FROM EDUCATION

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.

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.

#### 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.

#### 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 [<https://www.rbkc.gov.uk/subsites/lscb/parents-carers-and-the-public/female-genital-mutilation.aspx>]. 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 101.

### SEXTING

The sending of an indecent image can be illegal. A person under 16 is committing an offence if they send an indecent image of themselves and someone passing this on is also distributing an indecent image of a child. The School seeks to protect children from sexting and the significant impact it can have.

Advice for pupils is available at:

<http://www.thinkuknow.co.uk>

<https://www.childline.org.uk/explore/onlinesafety/pages/sexting.aspx>

Advice for parents is available at:

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

### 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.

### USE OF MOBILE PHONES AND CAMERAS

Neither staff nor children may use their own mobile phones to take photographs within the School's EYFS setting; nursery and up to Reception year. Please see the School's Data Protection Policy for the School's policy on taking photographs of pupils outside of these year groups.

### ONLINE SAFETY

The School will ensure that:

- appropriate filters and monitoring systems are in place to keep children safe online. The School's Sophos filter 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
- pupils are always supervised when they are using computers in school.

The School's E-Safety Policy also sets out the School's approach to online safety.

#### 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. Currently we do not have looked after children in the School. If we did have any then we would provide the correct training for our staff.

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 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 the Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster.

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 that 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 Promoting Good Behaviour Manual Policy 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 Head or DSL without delay. The Head or 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 DSL will report safeguarding concerns to the Head (provided they do not concern the Head).

For children in need of additional support from one or more agencies, the School will contact the relevant authority. The School's local authority is Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster which operates the Tri-Borough LCSB.

Hyde Park School's points of contact are as follows:

#### External Agency Contact Information

The School's points of contact for children who are the focus of concern are as follows:

Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster website for child protection: <https://www.rbkc.gov.uk/sharedservices/lscb.aspx> or <http://www.rbkc.gov.uk/subsites/safeguardingchildren.aspx>

**Referral and Assessment Team** – RBKC Family Services 0207 361 3013; [socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

**Safeguarding and Child Protection in Schools and Education** - *Hilary Shaw* (Tri Borough) 0207 598 4876/07817 365519; [hilaryshaw@rbkc.gov.uk](mailto:hilaryshaw@rbkc.gov.uk) (LADO)

**Tri-Borough Lead for Safeguarding Across Faith and Culture and FGM** -*Gourita Gibbs* Telephone: 020 7641 1610; Email: [ggibbs@westminster.gov.uk](mailto:ggibbs@westminster.gov.uk)

**Child Sexual Exploitation (CSE)- Advice and Guidance:** -*Sarah Stalker* (Family Support and Child Protection Adviser- Mon-Wed only) Telephone: 020 7598 4640/07971 322 482; Email: [Sarah.Stalker@rbkc.gov.uk](mailto:Sarah.Stalker@rbkc.gov.uk)

*Prion Gwyn* – (Multi-agency Safeguarding Hub (MASH) Detective Inspector, Family Services) Telephone: 020 3276 2842; Email: [pgwyn@westminster.gov.uk](mailto:pgwyn@westminster.gov.uk)



### **Prevent Team:**

#### ***Hammersmith & Fulham and Royal Borough of Kensington & Chelsea***

Telephone: 0208 753 5727

Email: [preventenquiries@lbhf.gov.uk](mailto:preventenquiries@lbhf.gov.uk)

**Jake Butterworth** – Bi Borough Prevent Schools & Colleges Officer – Counter Extremism; Direct line: 020 8753 5843; Email: [jake.butterworth@lbhf.gov.uk](mailto:jake.butterworth@lbhf.gov.uk) or Secure email: [jake.butterworth@lbhf.gcsx.gov.uk](mailto:jake.butterworth@lbhf.gcsx.gov.uk)

#### ***Westminster***

Telephone: 0207 641 6032

Email: [prevent@westminster.gov.uk](mailto:prevent@westminster.gov.uk)

**Mark Chalmers** – Prevent Programme Manager, Westminster enquiries only; Direct Line: 020 7641 6032; Email: [mark.chalmers@westminster.gov.uk](mailto:mark.chalmers@westminster.gov.uk)

### **Tri-Borough Private Fostering- Referrals and advice/guidance**

*David Stoffel* – Social Worker, MASH Team; Direct Line: 020 7641 7564; Email: [dstoffel@westminster.gov.uk](mailto:dstoffel@westminster.gov.uk)

### **Contact Details for the Tri-Borough LADO for Referral and Management of Allegations Against Staff**

*Kembra Healy* – Tri-Borough Safe Organisations Manager and Local Authority Designated Officer (LADO); Direct Line: 020 8753 5125; Email: [Kembra.Healy@lbhf.gov.uk](mailto:Kembra.Healy@lbhf.gov.uk)

LADO referrals can be made to the following phone numbers/emails depending on the borough in which the incident took place or where the employing agency is.

**London Borough of Hammersmith and Fulham:** 0208 753 5125/ [LADO@lbhf.gov.uk](mailto:LADO@lbhf.gov.uk)

**Westminster:** 0207 641 7668/ [LADO@westminster.gov.uk](mailto:LADO@westminster.gov.uk)

**Royal Borough of Kensington and Chelsea:** 0207 361 3013/ [KCLADO.Enquiries@rbkc.gov.uk](mailto:KCLADO.Enquiries@rbkc.gov.uk)

### **Out of Hours Emergency Duty Lines (contact depending on child's address)**

#### **Kensington and Chelsea Duty Line**

Duty Line – 020 7361 3013; Out of hours – 020 7361 3013

#### **Hammersmith and Fulham Duty Line**

Duty Line – 020 8753 6600; Out of hours – 020 8748 8588

#### **Westminster Duty Line**

Duty Line: 020 7641 4000; Out of hours: 020 7641 6000

Police Emergency - 999

Police Non-Emergency - 101



### **OFSTED Safeguarding Children**

08456 404046 (Monday to Friday from 8am to 6pm) [Whistleblowing@ofsted.gov.uk](mailto:Whistleblowing@ofsted.gov.uk)

### **Early Help**

The School's points of contact for children who are in need of **early help** are as follows:

<https://www.rbkc.gov.uk/health-and-social-care/early-help-families>

Tel: 020 7598 4608/ 020 7598 4601

Email to [earlyhelp@rbkc.gov.uk](mailto:earlyhelp@rbkc.gov.uk)

### **Extremism:**

Department for Education dedicated helpline for staff and governors: 020 7340 7264 and [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

Other useful contacts

### **NSPCC Whistleblowing Helpline**

**0800 028 0285** (Monday to Friday from 8am to 8pm)  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Disclosure and Barring Service**

PO Box 181, Darlington, DL1 9FA

Tel: 01325 953795

### **National College for Teaching and Leadership**

[Tel: 0345 609 0009]



## 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 Tri-Borough: Kensington & Chelsea, Hammersmith & Fulham and Westminster 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, the member of staff should inform the Head and another DSL who will act in the place of the DSL. Should the allegation be against the Head, the member of staff should inform the School governor for Safeguarding: Elaine Simpson. She can be contacted at [Elaine@minervaeducation.co.uk](mailto:Elaine@minervaeducation.co.uk) or 07718 195974. Should the allegation be against the School governor for Safeguarding, the DSL will immediately inform the CEO Tommy MacDonald Milner without the Head or School governor being informed first. It will be the CEO's responsibility to contact the LADO. Tommy MacDonald Milner can be contacted at [tommy@minervaeducation.co.uk](mailto:tommy@minervaeducation.co.uk) or 0203 137 7768.

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, however. 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 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.



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 to minimise the risk of allegations being made.

### WHISTLEBLOWING

If staff and volunteers have concerns about poor or unsafe practices or potential failures in the School's safeguarding regime, these should be raised in accordance with the School's Whistleblowing Policy. Concerns regarding the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm may be dealt with in accordance with the School's Managing Allegations of Abuse against staff procedure (see above). There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

If staff and volunteers feel unable to raise an issue with the School or feels that their genuine concerns are not being addressed, they may use Safecall (08009151571) or other whistleblowing channels, such as the NSPCC whistleblowing helpline (tel: 08000280285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)).

### 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.

Hyde Park School 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.

Given the international nature of our school, parents are provided with a document that explains the law with regards to children in England (Appendix 4).

### 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 and in enforcing our Anti-Bullying Policy.

Time is allocated in PSHME to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, drama and RS 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, including their class teacher, the Deputy Head of Pastoral or Academic, and the Headmistress. 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:

- ChildLine posters are put up around the school which provide confidential phone numbers for the children to call should they need them.
- There is a worry box where children can write down and put their concerns in the box. Laura Narbett checks these regularly and decides the best course of action for each case. Laura Narbett sets up meetings with the children to talk about their worry and to offer support.
- Regular talks take place in the EY classes from the teachers. Karen Dapson oversees this and also ensures that the children's safety and well-being is being considered at all times.
- A child friendly child protection policy is available for the children in Forms 5 and 6.
- PSHME lessons are used to discuss issues that arise. Keeping children safe is a topic that has been presented throughout the school. Safety posters created by the children are put up around the school.
- We provide regular lessons to pupils on e-safety, cyber-bullying and social media and ensure that all pupils understand and adhere to the school's guidelines in this area. Parents are invited to e-safety workshops which are delivered by our computing coordinator, Jonathan Breden. For more details on cyber-bullying please refer to the school's anti-bullying policy.



## 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. Staff should refer the School's Staff Handbook which also includes its Social Media Policy.

## RECORDS

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

## MONITORING AND EVALUATION OF THIS POLICY

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

- Governing body visits to the School;
- Senior leadership team discussion sessions with children and staff
- 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].
- Termly Safeguarding Forum Meetings
- Logs of safeguarding issues are reviewed monthly 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.

Updated 03.11.16 LKN

Updated 03.05.17 PLW/LKN

Updated 17.05.17 LKN



Appendix 1

### HYDE PARK SCHOOL

Dear \_\_\_\_\_

It is part of our safeguarding policy at Hyde Park School that all directors, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks. Confirmation must be 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.

Therefore, we would request that any personnel your company deploys to work with our children are verified by us. We require an email containing their full name DBS number for our records. This should be for each person, ahead of their first visit. Please send this information to [Registrar@hydeparkschool.co.uk](mailto:Registrar@hydeparkschool.co.uk)

It is also paramount that all staff who work with our children read at least Part 1 of Keeping Children Safe in Education. The most current issue is September 2016. We request that any personnel your company deploys to work with our children have read this document. Please issue each person with a copy and ask them to sign once they have read and understood it. This will help to make them aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns.

Kind regards

Trish Watt

Designated Safeguarding Lead

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I (name)\_\_\_\_\_confirm that all recruitment checks are carried out on our contractors working within Hyde Park School and confirmation of DBS for all personnel deployed from (company name)\_\_\_\_\_. I also understand every

member of staff sent by us must have read and understood the September 2016 issue of KCSIE Signed -  
\_\_\_\_\_ Role\_\_\_\_\_ (This must be a member of management) Date\_\_\_\_\_





## Appendix 3

### HYDE PARK SCHOOL

#### Agency/Volunteer/Temporary/Club Leaders/Irregular Hours Staff Induction Information - Queen's Gate

##### Mobile Phones

Mobile phones must never be used in the classroom or anywhere where there are children present. They must be switched off/put on silent mode and kept in a secure place where they are inaccessible to both staff and children.

##### Child Protection Procedures

Signs of abuse and child protection flow charts are clearly displayed or kept within easy reach in each classroom and on the staff noticeboard in the staff room. Any concerns or incidents should be reported directly to the designated safeguarding lead, **Mrs Patricia Watt** or in her absence **Mrs Hilary Wyatt** or **Mrs Laura Narbett**.

You will receive a copy of our Child Protection and Staff Behaviour Policy as you need to have awareness of:

- Signs, symptoms and indicators of abuse
- Child sexual exploitation
- Prevent (anti-terrorism and radicalisation strategy) and referrals to Channel programs
- 'Honour based violence'
- Forced marriage
- Female Genital Mutilation
- Early help process
- Process for making a referral and what steps may follow
- Maintaining an appropriate level of confidentiality

##### Acceptable Use Agreement for Photos

Please ensure that this is signed (given to you separately) and returned to your mentor.

##### First Aid

**Miss Ellis McAllister** (Form 1 TA) and **Miss Laura Balfour** (Office Assistant) are the designated First Aiders. Please see either one of these people if you injure yourself whilst at work or the children in your care are hurt or unwell.

##### Fire/Evacuation Procedures

In the event of a fire, the electronic fire system will sound. If you hear the alarm then you will need to make sure that children are taken out of the classroom as quickly and calmly as possible without collecting any personal belongings. The teacher or room leader is responsible to bring any medication and/or first aid. At no point should any member of staff re-enter a building after evacuation. All classes will meet at the back of Elvaston Place (Elvaston Mews outside the school garage) where orderly lines will be formed and names checked on registers. If it is unsafe to use this assembly point, we will cross the end of Elvaston Place at the zebra crossing and convene outside the Imperial College gates/paved area.

##### Physical Interaction with Children

It is forbidden for any member of staff to:

- Hit or smack a child
- Shake or touch a child in a rough manner or roughly move a piece which the child is playing on or in
- Shout at a child using language that indicates racial, gender, religious or disability prejudice or discrimination

Any of the above actions is considered to be gross misconduct. If this behaviour is observed then the member of staff will be asked to leave the premises and the Head will contact the staffing agency or other appropriate manager.



All staff should be circumspect in their physical interaction with children and never make any gesture or movement that could be disliked or resented by the child or be subject to misrepresentation.

In the unlikely event that a child has to be physically restrained or held for their own safety against their will the incident must be reported to the Designated Safeguarding Lead who will record the incident in accordance with the school's policies and procedures.

According to the *Keeping Children Safe in Education* guidelines, new staff must receive the following training/information on induction:

- The school's child protection policy
- The staff behaviour policy (or code of conduct)
- Training on the Designated Safeguarding Lead i.e. who this is and their role
- They must be given and have read Part One of the KCSIE September 2016 guidance

Signature of new staff member and date:

Signature of mentor and date:

**By signing this document, you agree that you have read and understood the school's policies and agree to abide by them.**



## HYDE PARK SCHOOL

**This checklist should be completed for a new member of staff as soon as possible after their start date. One copy should be given to the Deputy Head of Pastoral for filing. Another copy should be given to the new staff member.**

Name:	Start Date:	
Name of immediate superior or person to whom he/she reports		
The importance of reading the child protection procedures		
Names and responsibilities of leadership team and key staff		
The name of the designated person in charge of child protection and her deputies		
Appropriate and non-appropriate physical interaction with children (see Physical Interaction Policy)		
Signatures obtained on the following lists: <ul style="list-style-type: none"> <li>• KCSIE</li> <li>• Staff Acceptable Use for Photos</li> </ul>		
The importance of Fundamental British Values		
Fire procedure and location of assembly point and fire exits		
Security: closing of the front door		
Procedure for administering medicines		
Sickness Policy and staff absence procedure		
Lone worker policy and risk assessment		
School Forms: child protection; accidents; medication; allergies; etc		
Procedures if parents have a complaint		
EAL Policy		
SEN Policy		
Location of class and staff timetables		
Location of cover notes		
How to use and negotiate the school's computer network		



Daily routine	
Behaviour Policy; school rules, rewards, sanctions, houses	
Planning, evaluation and assessment	
Procedure for trips (including school weekly trips policy)	
Lunch duties: procedures	
Clubs and homework	
Staff Meetings	
Communication with parents	
Awareness that they can ask anyone at any time if they are unsure	
Importance of reading Crisis Management Policy (CMP)	
Staff Portfolio	
Folder of Key Staff Handbook Policies	
Consent to keep copies of documents signed	
Other information	

According to the *Keeping Children Safe in Education* guidelines, from April 2015, new staff must receive the following training/information on induction:

- The school's child protection policy (including the Whistleblowing procedure)
- The staff behaviour policy (or code of conduct)
- Training on the Designated Safeguarding Lead i.e. who this is and their role
- They must be given, have read and understood Part One of the KCSIE September 2016

Signature of new staff member and date:

Signature of mentor and date:

By signing this document, you agree that you have read and understood the school's policies and agree to abide by them.



## Appendix 4

### Children and the Law in England

We are often asked about legislation concerning children in England and thought it would be useful for parents to have a document such as this to outline the laws for you. To have this document translated into another language, please ask a member of staff in the office.

#### ***How old should a child be before he or she can use social media?***

Below are the ages for which a child is able to set up an account in the following social media platforms:

**13:** Twitter, Facebook, Instagram, Pinterest, Google+, Tumblr, Reddit, Snapchat, Secret

**14:** LinkedIn

**16:** WhatsApp

**17:** Vine, Tinder

**18:** Path

**18 or 13 with Parent Permission:** YouTube, WeChat, Keek, Kik, Foursquare, Flickr

#### ***What could happen if I left my child unsupervised at home?***

The law does not specify an age when you can leave a child on their own; however, it's an offence to leave a child alone if it places them at risk.

Use your judgement on how mature your child is before you decide to leave them alone, e.g. at home or in a car.

The National Society for the Prevention of Cruelty to Children (NSPCC) suggests:

- children under 12 are rarely mature enough to be left alone for a long period of time
- children under 16 shouldn't be left alone overnight
- babies, toddlers and very young children should never be left alone



Parents can be prosecuted if they leave a child unsupervised ‘in a manner likely to cause unnecessary suffering or injury to health’.

### ***Can you explain the statutory responsibilities schools in England have to protect their pupils?***

Schools and colleges and their staff form part of the wider safeguarding system for children in England. This system is described in statutory guidance Working Together to Safeguard Children 2015. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm (taken from Keeping Children Safe in Education Part 1 July 2015).

Staff have close, regular contact with children; therefore they are in a strong position to:

- identify child protection concerns early
- provide help and support
- refer a child to relevant agencies

Hyde Park School takes its safeguarding responsibilities very seriously. We have the following in place in order to carry out this role:

- a child protection policy
- child protection procedures
- a designated lead for child protection - both on the board of trustees (Elaine Simpson) and in the senior leadership team (Patricia Watt)
- safe recruitment processes

Staff regularly receive child protection training and are fully aware of how to identify and respond to child protection concerns. All staff have a duty to pass on any concerns that they have, no matter how small, to the Designated Safeguarding Lead so that appropriate steps can be taken. At Hyde Park School, we believe in open lines of communication and in most cases, would talk with you should a concern be raised. However, if we were in any doubt that a child is in immediate danger of significant harm, information would be passed on to the relevant authority without you being informed. **This is our legal duty.**

There is a great deal of legislation, policy and guidance surrounding child protection in England.

The Children Act 1989 currently provides the legislative framework for child protection. It has established some key principles:

- The paramount nature of the child’s welfare
- The expectations and requirements around duties of care to children.

The Children Act 2004 works alongside The Children Act 1989 and explains important legislation on physical punishment (section 58):



- Section 58 limits the use of the defence of ‘reasonable punishment’ so that it can no longer be used when people are charged with the offences against a child of wounding, actual or grievous bodily harm or cruelty. Therefore any injury sustained by a child which is serious enough to warrant a charge of assault occasioning actual bodily harm cannot be considered to be as the result of reasonable punishment.

Physical punishment will be considered ‘unreasonable’ if it leaves a mark on the child or if the child is hit with an implement such as a cane or belt.

### Definition of Physical Abuse

Official Definition of Physical Abuse (taken from the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/physical-abuse/what-is-physical-abuse/>):

A form of abuse that 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.

There are other forms of abuse including: sexual, emotional and neglect. All staff at Hyde Park School are trained to look out for signs and take action for all kinds of abuse.

Should you have any questions, please do not hesitate to speak with Mrs Wyatt, Mrs Watt or Mrs Narbett. Alternatively, you can email at:

[Hilary.Wyatt@hydeparkschool.co.uk](mailto:Hilary.Wyatt@hydeparkschool.co.uk)

[Patricia.Watt@hydeparkschool.co.uk](mailto:Patricia.Watt@hydeparkschool.co.uk)

[Laura.Narbett@hydeparkschool.co.uk](mailto:Laura.Narbett@hydeparkschool.co.uk)



## Appendix 5

### Visiting Speaker Policy (including the EYFS)

We often invite speakers from the wider community to give talks to enrich the pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of the world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our pupils is to ensure that they can critically assess the information 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 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers', DfE, June 2015) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised. This coincides with the following School policies and documents also:

- Child Protection and Staff Behaviour Policy
- Preventing Extremism and Radicalisation
- Keeping Children Safe in Education, September 2016

The protocols at Hyde Park School are as follows:

- All requests for outside speakers require prior approval from a member of the SLT.
- An outline of what the speaker intends to cover must be obtained in advance of their visit.
- Research must be conducted on the person/organisation to establish whether they have demonstrated extreme views/actions.
- A risk assessment in relation to the Prevent Duty must be carried out.
- All visiting speakers to show photographic ID on arrival at the school office.
- All visiting speakers to have a nominated point of contact at the School (the organiser).
- Visiting speakers sign the 'Agreement and Guidelines for Visiting Speakers' form as acceptance of the School's terms and conditions.
- A formal register of all visiting speakers will be maintained.
- Visiting speakers will be accompanied at all times and will not be left unsupervised with pupils at any point.
- A post-event evaluation of how the visit met the needs of our pupils will be carried out.



### **Agreement and Guidelines for Visiting Speakers**

In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

Name of visiting speaker:

Organisation (if applicable):

The visiting speaker **agrees** to the following terms and conditions:

1. The presentation must be appropriate to the age and maturity level of the pupil audience.
2. The presentation must not incite hatred, violence or call for the breaking of the law.
3. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups and organisations that support such acts.
4. The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
5. The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
6. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headmistress.
7. Compliance with the School's Child Protection and Staff Behaviour, Preventing Extremism and Radicalisation and Equal Opportunities Policies is required.
8. School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

**I have read these guidelines and agree to abide by them.**



Visiting speaker's signature:

Date:

Name of the Speaker	
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Date of the Event	
Contact details of the speaker (email, tel. no.)	
Nature of Event (talk, demonstration to the children, interactive learning, etc.)	
Outline of the Content of the Event	
Point of Contact (member of staff organising the event)	
Tick to confirm that research been carried out on the Speaker and the organisation they are affiliated to	
Tick to confirm that the Speaker has signed the Agreement and Guidelines Form	
Tick to confirm that information about the speaker has been added to the register of visiting speakers	
Tick to confirm that you agree to ensure that the Speaker is accompanied at all times whilst on the premises	
Agreed by a member of SLT	
Date	
Post Event Evaluation	

**Risk Assessment for Visiting Speaker/Event**