



Manor House School

Child Protection and Safeguarding Policy INCL Early Years

Date of Issue: **December 2018**

Date of Review: **December 2019**

Responsibility: **Designated Safeguarding Lead**

References:

Surrey Safeguarding Children's Board protocols, guidance and procedures
Surrey CC Children Missing in Education
SCC Touch and the use of Physical Intervention when working with children and your people
Working together to Safeguard Children (2018)
Keeping Children Safe in Education (2018)
Disqualification Under the Childcare Act (2015)
FGM Act 2003 Mandatory Reporting Guidance (2016)
What to do if you are worried a child is being abused (2015)
Teachers Standards (2011)
Information Sharing Advice for Practitioners Guidance (2015)
Children Act (1989);
Equality Act (2010);
Independent School Standard Regulations (2014);
[DfE: Behaviour and Discipline in Schools \(January 2016\);](#)
[DfE: Preventing and Tackling Bullying \(July 2017\);](#)
[DfE: Cyberbullying: Advice for headteachers and school staff \(2014\);](#)
[DfE: KCSIE 2018](#)
[Prevent 2015](#)
[Behaviour Policy Senior](#)
[Behaviour Policy Prep](#)
[Whistle Blowing Policy](#)
[E-safety Policy](#)
[Staff Code of Conduct](#)

Policy Statement 2018

Manor House School's Child Protection and Safeguarding Policy complies with the DfE recommendations of good practice, It also encompasses the revised Surrey Safeguarding Children's Board (SSCB) Child Protection and Safeguarding template 2018.

At Manor House School, the Staff and Governors adhere to the principles outlined in the Children Act 1989, believing that all children have a right to be protected from abuse including Early Years. We recognise our moral and statutory responsibility to safeguard and promote the welfare of **all** children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

This policy and the procedures contained within it are intended to provide staff and governors with the framework they need in order to keep children safe and secure in our school and ensure that the appropriate action is taken immediately where it is alleged that a student is suspected of suffering or being at risk of suffering abuse. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

Key Personnel

The Designated Safeguarding Lead (DSL) is: Ms T Fantham (Headteacher)
Contact details: email: tfantham@manorhouseschool.org tel: 01372 458538

The deputy DSL is: Mrs H Redward.
Contact details: email: hredward@manorhouseschool.org tel: 01372 458538

The deputy DSL and the teacher responsible for Early Years is: Mrs Y Ferrey
Contact details: email: yferrey@manorhouseschool.org tel: 01372 458538

The deputy DSL: Mrs D Mills
Contact details: email: dmills@manorhouseschool.org tel: 01372 458538

The nominated child protection governor is: Dr J Richardson
Contact details: email: jrichardson@manorhouseschool.org

The Chair of Governors is: Mrs G Sims-Brassett
Contact details: email: gbrassett@manorhouseschool.org

Content	Page	Content	Page
Safeguarding Statement & Key personnel	1	Harmful Sexual Behaviour	30
Terminology	3	Brook Traffic Light Tool	30
Introduction & Guidance Documents	4	Anti-Bullying & Cyber Bullying	34
Policy Principles & Values	5	Online Safety	34
Policy Aims	5	Racist Incidents	35
Supporting Children	6	Radicalisation and Extremism	35

Prevention/Protection	7	Domestic Abuse	37
Safe School, Safe Staff	7	Child Exploitation	38
Roles and Responsibilities- All staff	9	Youth Produced Sexual Imagery (Sexting)	40
Roles and Responsibilities – Headteacher	10	Female Genital Mutilation (FGM)	41
Roles and Responsibilities- DSL & Deputy DSL	11	Forced Marriage	42
Roles and Responsibilities – Governing Body	13	Honour based Violence	42
Confidentiality & Sharing Information	14	One Chance Rule	43
Child Protection Procedures	15	Private Fostering Arrangements	43
Child Protection Procedures Flowchart	17	Children Looked After	43
Dealing with Disclosure	18	Children Missing Education (CME)	44
Allegations Against Adults Working with Children	19	Pupils Missing Out on Education (PMOUE)	45
What is Child Abuse	20	Attendance and Behaviour	45
Indicators of Abuse - Neglect	22	Physical Intervention	46
Indicators of Abuse – Emotional Abuse	23	Whistle-blowing	46
Indicators of Abuse – Physical Abuse	24	Linked Policies	1
Indicators of Abuse – Sexual Abuse	25	Additional Resources	47
Sexual Violence & Sexual Harassment between children in school – Peer on Peer Abuse Model Policy	26		

Terminology

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Early Help means the provision of support as soon as additional needs emerge at any point in a child's life

Staff refers to all those working for or on behalf of the Manor House School, full or part time, temporary or permanent, in either a paid or voluntary capacity. This includes ancillary supply and self-employed staff, contractors, volunteers working with children etc. and Governors.

Child(ren) includes everyone under the age of 18. On the whole, this will apply to pupils of our school; however, the policy will extend to visiting children and students from other establishments

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Social Care refers to Children's Services in the area in which the child is resident unless a child is a Child Looked After in which case this will refer to Children's Services in their home authority

MASH refers to the Surrey Multi Agency Safeguarding Hub

SSCB refers to the Surrey Safeguarding Children Board

1. Introduction

- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with statutory guidance:
 - 'Working together to Safeguard Children' 2018
 - 'Revised Safeguarding Statutory Guidance Framework for the Assessment of Children in Need and their Families' 2000
 - 'Keeping Children Safe in Education' 2018
 - 'What to do if you're worried a child is being abused' (HM Government, March 2015)
- 1.2 The guidance also reflects both statutory guidance "Safeguarding Children and Safer Recruitment in Education" DfES September 2016 and Surrey Safeguarding Children Board Child Protection Procedures.
- 1.3 The Governing body at Manor House School takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm or at risk of suffering harm. There is a designated Governor responsible for the strategic oversight of Child Protection and Safeguarding details of which can be found at the front of this policy.
- 1.4 Guidance documents referred to in this policy:
 - Surrey Safeguarding Children's Board protocols, guidance and procedures
 - Surrey CC Children Missing in Education
 - SCC Touch and the use of Physical Intervention when working with children and your people
 - Working together to Safeguard Children (2018)
 - Keeping Children Safe in Education (2018)
 - Disqualification Under the Childcare Act (2015)
 - FGM Act 2003 Mandatory Reporting Guidance (2016)

- What to do if you are worried a child is being abused (2015)
- Teachers Standards (2011)
- Information Sharing Advice for Practitioners Guidance (2015)

1.5 We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern. This policy applies to all members of staff and Governors in the school.

1.6 All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

1.7 Pupils and Staff involved in Child Protection issues will receive appropriate support.

2. Policy Principles & Values

2.1 Manor House School believes the welfare of the child is paramount.

2.2 Manor House School will maintain an attitude of "it could happen here".

2.3 Children have the right to feel safe and secure, they cannot learn effectively unless they do so.

2.4 All children have a right to be protected from harm and abuse.

2.5 All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicious or disclosure that may indicate a child is at risk of harm, either in the school or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.

2.6 Manor House School acknowledges that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.

2.7 Whilst Manor House School will work openly with parents as far as possible, it reserves the right to contact Social Care or the police, without notifying the parents if this is believed to be the child's best interests.

3. The aims of this policy are:

3.1 To demonstrate Manor House School's commitment with regard to safeguarding and child protection to pupils, parents and other stakeholders.

3.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.

3.3 To support the child's welfare and development in ways that will foster security, confidence and independence.

3.4 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their role in the prevention of harm and abuse and their responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm.

- 3.5 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure the school contribute to assessments of need and support packages for those children.
- 3.6 To enable Manor House School to effectively contribute to Early Help, assessments of need and support for those children.
- 3.7 To emphasise the need for good levels of communication between all members of staff and to record concerns in line with the Manor House School guidelines.
- 3.8 To develop a structured procedure within Manor House School which will be followed by all members of the school community in cases of suspected abuse.
- 3.9 To develop and promote effective working relationships with other agencies, especially the Police and Social Care to protect and safeguard children.
- 3.10 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory check against the Children's Barred List or Enhanced DBS (Disclosure and Barring Service) check (according to KCSIE guidance). A single central record is kept for audit.

4. Supporting Children

- 4.1 Manor House School recognises it may provide a safe place and the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.2 We recognise that a child who is abused or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self-worth.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 Manor House School will support all children:
 - 4.4.1 We will promote a caring, safe and positive environment within the school;
 - 4.4.2 We will encourage self-esteem and self-assertiveness through the curriculum and through positive relationships within the school community;
 - 4.4.3 We will ensure that children are taught to understand and manage risk through personal, social, health and economic education (PSHE), in Early Years PSED as well as PSHE and Relationship and Sex Education (RSE) and through all aspects of school life and including Online Safety;
 - 4.4.4 We will respond sympathetically to any requests for time out to deal with distress and anxiety;
 - 4.4.5 We will offer details of helplines, counselling or other avenues of external support;
 - 4.4.6 We will liaise and work in partnership with other support services and agencies involved in Early Help and the safeguarding of children;
 - 4.4.7 We notify Social Care immediately if there is a significant concern;
 - 4.4.8 We will provide continuing support to a child about whom there have been concerns who leaves the school by ensuring that information is shared under confidential cover to the child's new setting and ensure the school medical records are forwarded as a matter of priority and within statutory timescales.

5. Prevention / Protection

- 5.1 Manor House School recognises that the school plays a significant part in the prevention of harm to our children. We will provide children with effective lines of communication with trusted adults, supportive friends and an ethos of protection.
- 5.2 The school will:
- Establish and maintain an ethos where children feel safe and secure, are encouraged to talk and are always listened to appropriately.
 - Ensure regular opportunities for consultation and communication with children including, e.g. questionnaires, activities, feedback sessions
 - Ensure all children know there is and they can access an adult in the school whom they can approach if they are worried or in difficulty.
 - Include safeguarding across the curriculum together with PSHE, ensuring opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular, this will include anti-bullying work, online safety, accessing emergency services, road safety, pedestrian and cycle training.
 - Ensure all staff are aware of school guidance for their use of mobile technology and the associated safeguarding issues and risks.

6. Safe School, Safe Staff

- 6.1 Manor House School operates a safer recruitment procedure which includes statutory checks on staff suitability to work with children and disqualification according to association regulations.
- 6.2 The Senior Leadership Team who are involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training (currently on-line on the DfE website) to be renewed every 5 years.
- 6.3 All staff receive information about the school's safeguarding arrangements, the school's safeguarding statement, staff behaviour policy (code of conduct), the Pupil Behaviour Policy, the Anti-Bullying Policy, Child Protection and Safeguarding Policy, the role and names of the Designated Safeguarding Lead and their deputy(ies), and Keeping Children Safe in Education part 1 and annex A.
- 6.4 All staff receive safeguarding and child protection training at induction in line with advice from Surrey Safeguarding Children's Board which is regularly updated and receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually.
- 6.5 All members of staff are trained in and receive regular updates in online safety and reporting concerns.
- 6.6 All staff and governors have regular child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.
- 6.7 The Child Protection and Safeguarding policy is made available via the school website and School Office and parents/carers are made aware of this policy via the school newsletter and website.

- 6.8 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through the publication of the Child Protection and Safeguarding Policy and reference to it in the school's handbook.
- 6.9 The school provides a coordinated offer of Early Help when additional needs of children are identified and contributes actively to early help arrangements and inter-agency working and plans.
- 6.10 The school's lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- 6.11 Community users organising activities for children are aware of the school's Child Protection and Safeguarding Policy, guidelines and procedures.
- 6.12 The name of the designated members of staff for child protection, the Designated Safeguarding Lead and deputy(ies), are clearly advertised in Reception with a statement explaining the school's role in referring and monitoring cases of suspected harm and abuse.
- 6.13 All staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education 2018 and will sign to say they have read and understood it. This applies to the Governing Body in relation to part 2 of the same guidance.
- 6.14 Each member of staff is also given a card with contact details of DSLs and what to do/not do in the event of a disclosure or concern. These cards are also kept at the Reception Desk and issued to all professionals and volunteers working with children in addition to other safeguarding checks.
- 6.15 We will ensure that child protection concerns or allegations against adults working in school are referred to the LADO for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

6.16 Cameras and Mobile phones – Early Years

In line with the schools EY "Use of Camera and Mobile Phone Policy" and staff Code of Conduct, photographs will only be taken of children in the Early Years department with their parents' permission. They will only be taken by a designated staff member/s within the school setting or on a trip using a school device, such as an Ipad. Photos cannot be used or passed on outside the School.

No cameras may be used at all in any bathroom or changing facilities, to protect children's privacy, unless it is to evidence the children's good hand washing awareness and the child is simply washing their hands.

These photographs can be used on Tapestry to inform parents of the children's progress and access to the curriculum. All photographs must be uploaded onto the schools server as soon as possible or deleted where appropriate

Staff, students, visitors and parents may not bring their own cameras into the setting, the only exclusion being the EYFS events such as sports day or concerts when parents/ carers may use their own camera to photograph their children's participation.

Throughout the EYFS, staff (and students) must keep their personal mobile phones secure. It is not permitted to use the photographic function to photograph any children at any time. The only cameras permitted within the setting are on the school devices. All staff in the Early Years department will be required to place their mobile devices in their personal bag, on the allocated shelf in the Kindergarten kitchen. The door to the kitchen must be kept closed at all times.

- 6.17 Elsewhere in the school, the staff conduct of conduct must be adhered to regarding mobile phones and photography.

7. Roles and Responsibilities

7.1 **All staff have a key role to play in providing a safe environment in which children can learn and in identifying children who may benefit from early help. To achieve this, all staff will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure children know through PSHE, Assemblies, the curriculum and School guidance, that there are adults in the school who they can approach if they are worried or have concerns; they can also access the Well Being centre located on the school premises.
- Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe;
- Attend/complete regular training in order to be aware of and alert to the signs of abuse;
- Know who the DSL and Deputy DSL(s) are and how to contact them;
- Have an awareness of the role of the DSL, the school's Child Protection and Safeguarding Policy, Behaviour Policy and Staff Code of Conduct and procedures relating to the safeguarding response for children who go missing from education;
- Maintain an attitude of **'it could happen here'** with regards to safeguarding and if unsure **always** speak to the designated safeguarding lead or their deputy;
- Know how to respond to a pupil who discloses harm or abuse following training of 'Working together to Safeguard Children' and 'What to do if you are worried a child is being Abused' (2015);
- Record their concerns if they are worried a child is being harmed or abused or at risk of harm or abuse and report these to the DSL immediately that day. If the DSL is not contactable immediately, a Deputy DSL must be informed.
- Be prepared to refer directly to the MASH, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available;
- Follow the allegations procedure in the Whistle blowing Policy if the disclosure is an allegation against a member of staff;
- Follow the procedures set out by the Surrey Safeguarding Children's Board and take account of guidance issued by the Department for Education;
- Provide support for children subject to Early Help, Child in Need or Child Protection that is in keeping with their plan;
- Treat information with confidentiality but never promising to 'keep a secret'. Only involve those who need to be involved such as DSL and children's social care;

- Notify the DSL or their Deputy of any child on a Child Protection Plan or Child in Need Plan who has unexplained absence;
- Have an understanding of Early Help and be prepared to identify and support children who may benefit from Early Help, being particularly alert to the potential need for early help for a child who:
 - is disabled and has specific additional needs;
 - has special educational needs (whether or not they have a statutory education, health and care plan); is a young carer;
 - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
 - is frequently missing/goes missing from care or from home;
 - is misusing drugs or alcohol themselves;
 - Is at risk of modern slavery, trafficking or exploitation;
 - is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
 - has returned home to their family from care;
 - is showing early signs of abuse and/or neglect;
 - is at risk of being radicalised or exploited;
 - is a privately fostered child.
- Assist the Governing Body and the Headteacher in fulfilling their safeguarding responsibilities as set out in legislation, statutory guidance and within this policy.
- Be mindful that Teacher Standards 2012 state that teachers (including headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- **Staff taking medication** - Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Any staff medication must be stored securely at all times in staff bags and in Early years on the allocated shelf in the Kindergarten Kitchen.

7.2 The Headteacher

7.2.1 In addition to the roles and responsibilities for all staff the Headteacher will ensure that:

- The Child Protection and Safeguarding Policy and procedures are implemented and followed by all staff;
- The school fully contributes to inter-agency working in line with Working Together to Safeguard Children 2018 guidance;
- All staff are aware of the role and identity of the designated safeguarding lead (DSL) and any deputies;
- Sufficient time, training, support, funding, resources (including cover arrangements where necessary) is allocated to the DSL to carry out their role effectively which may include the provision of advice and support to school staff on child welfare and child protection matters; taking part in strategy discussions/meetings or other agency meetings and contributing to the assessment of children;
- Opportunities are provided for a co-ordinated offer of early help when additional needs of children are identified;
- Deputy DSLs are trained to the same standard as the DSL and the role is explicit in their job description;
- With the DSL, ensure adequate and appropriate cover arrangements are in place for any out of hours/out of term activities;

- Where there is a safeguarding concern, that the child's wishes are taken into account when determining the action to be taken and services to be provided;
- Child-centred systems and processes are in place for children to express their views and give feedback;
- All staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with whistleblowing procedures;
- Pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- Allegations or concerns against staff are dealt with in accordance with guidance from the Department for Education, Surrey Safeguarding Children's Board and Surrey County Council;
- Statutory requirements are met to make a referral to the Disclosure and Barring Service and, additionally in the case of teaching staff, the Teacher Regulation Agency where they think the individual has engaged in conduct that harmed or is likely to harm a child; or if the person otherwise poses a risk of harm to a child.

7.3 The Designated Safeguarding Lead:

7.3.1 In addition to the role and responsibilities of all staff, the DSL will:

- Hold the lead responsibility for safeguarding and child protection (including online safety) in the school, this responsibility is not able to be delegated although certain activities may be delegated to Deputy DSL's where appropriate;
- Have an 'it could happen here' approach to safeguarding;
- Encourage a culture of listening to children and taking account of their wishes and feelings;
- Liaise with the local authority and work in partnership with other agencies in line with Working Together to Safeguard Children;
- Manage and submit a referral for a child to the MASH if there are concerns about suspected harm or abuse and act as a point of contact and support for school staff. Referrals should be made securely by email to csmash@surreycc.gov.uk using the Multi Agency Referral Form (MARF). Urgent referrals should be made by telephone 0300 470 9100;
- Refer cases to the Channel Programme where there is a concern regarding radicalisation via MASH and act as a point of contact and support for staff to discuss concerns;
- Refer cases where a crime may have been committed to the Police as required;
- Liaise with the 'case manager' and Local Authority 'Designated Officer' for child protection concerns in cases which concern a member of staff or a volunteer; and refer cases where a person is dismissed or left service due to harm or the risk of harm to a child to the Disclosure and Barring Service and Teaching Regulation Agency as required;
- Follow DfE and KCSIE guidance regarding 'Peer on Peer Abuse' when a concern is raised that there is an allegation of a pupil abusing another pupil within the school.
- Be available during term time (during school hours) for staff in school to discuss any safeguarding concerns. Appropriate and adequate cover arrangements will be arranged by the DSL and the school leadership for any out of hours/term activities;
- Act as a source of support and expertise in carrying out safeguarding duties for the whole school community;

- Access training and support to ensure they have the knowledge and skills required to carry out the role. DSL training should be updated at least every two years and their knowledge and skills refreshed at regular intervals but at least annually;
- Have a secure working knowledge of SSCB procedures and understand the assessment process for providing early help and statutory intervention, including the local authority levels of need criteria and referral arrangements;
- Have a clear understanding of access and referral to the local early help offer and will support and advise members of staff where early help intervention is appropriate;
- Understand and support the school delivery regarding the requirements of the Prevent duty and provide advice and guidance to staff on protecting children from radicalisation;
- Liaise with school staff (especially pastoral support, behaviour leads, school health colleagues and the SENDCO) on matters of safety and safeguarding and consult the SSCB Levels of Need document to inform decision making and liaison with relevant agencies;
- Be alert to the specific needs of children in need, those with SEND and young carers;
- Understand the risks associated with online activity and be confident that they have the up to date knowledge and capability to keep children safe whilst they are online at school; in particular, understand the additional risks that children with SEND face online and the associated and appropriate support they require;
- Keep detailed, accurate records (either written or using appropriate secure online software), that include all concerns about a child even if there is no need to make an immediate referral and the rationale for decisions made and action taken;
- Ensure that an indication of the existence of the additional child protection file is marked on the pupil school file record;
- Ensure that when a pupil transfers school, their child protection file is passed to the new school as soon as possible, and within statutory timescales (separately from the main pupil file and ensuring secure transit) and that confirmation of receipt is received;
- Ensure that where a pupil transfers school and is on a child protection plan or is a child looked after, their information is passed to the new school immediately and that the child's social worker is informed. In addition, consideration should be given to a multi-agency schools transition meeting if the case is complex or on-going;
- Ensure that a copy of the Child Protection file is retained until such a time that the new school acknowledges receipt of the original file. The copy should then be securely destroyed;
- Ensure that all appropriate staff members have a working knowledge and understanding of their role in case conferences, core groups and other multi-agency planning meetings, to ensure that they attend and are able to effectively contribute when required to do so; where a report is required, this should be shared with the parents prior to the meeting;
- Report to the Headteacher any significant issues for example, use of the SSCB multi-agency escalation procedures, enquiries under section 47 of the Children Act 1989 and police investigations;
- Ensure that the case holding Social Worker is informed of any child currently with a child protection plan who is absent without explanation;
- Ensure that all staff sign to say they have read, understood and agree to work within the School's child protection policy, staff behaviour policy (code of

- conduct) and Keeping Children Safe in Education (KCSIE) Part 1 and annex A and ensure that the policies are used effectively;
- Organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences;
 - Ensure that in collaboration with the school leadership and governors, the child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly;
 - Ensure that the Child Protection Policy is available publicly and that parents are aware that referrals about suspected harm and abuse will be made and the role of the school in this;
 - Establish and maintain links with the three safeguarding partners to make sure staff are aware of training opportunities and the latest policies on local safeguarding arrangements;
 - Ensure that the name of the designated members of staff for Child Protection, the Designated Safeguarding Lead and deputies, are clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse;
 - Meet all other responsibilities as set out for DSLs in Keeping Children Safe in Education 2018;
 - Provide, an annual report for the governing board, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of children with child protection plans (anonymised). A weekly update is also given to designated Child Protection and Safeguarding Governors and the Leadership Team including online safety

7.4 **The Deputy Designated Safeguarding Lead(s)**

7.4.1 **In addition to the roles and responsibilities of all staff, the Deputy DSL will:**

- Be trained to the same standard as the Designated Safeguarding Lead;
- Provide support and capacity to the DSL in carrying out delegated activities of the DSL although the lead responsibility of the DSL may not be delegated;
- In the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the DSL, the deputy will assume all of the functions above.

7.5 **The Governing Board**

7.5.1 **All members of the Governing Board understand and comply with their duties under legislation, having regard to Keeping Children Safe in Education 2018, and fulfil their responsibilities to ensure that:**

- The school has effective safeguarding policies and procedures including a Child Protection Policy, a Staff Behaviour Policy or Code of Conduct, a Behaviour Policy and a response to children who go missing from education. Ensure policies are consistent with Surrey Safeguarding Children's Board (SSCB) and statutory requirements, are reviewed annually and that the Child Protection policy is available on the school website.
- The Board appoints a member to take leadership responsibility for the school's safeguarding arrangements; the designated Governor at Manor House School is Dr Joy Richardson.

- An annual self-audit of safeguarding arrangements, in line with the SSCB safeguarding audit, is completed and results reported to the Board for examination.
- That the school operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training. If there is not a panel conducting interviews, then the individual will have completed the safer recruitment training;
- That at least one member of the governing body has completed safer recruitment training to be repeated every five years;
- Staff have been trained appropriately and training is updated in line with guidance;
- All staff have read Keeping Children Safe in Education (2018) part 1 and Annex A and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance;
- That all staff, including temporary staff and volunteers, are provided with the school's safeguarding and child protection policy and staff behaviour policy;
- That the school has effective procedures for dealing with allegations of abuse against staff (including the Headteacher), volunteers and against other children;
- That a referral is made to the DBS and/or the Teaching Regulation Agency (as applicable) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned;
- That a member of the senior leadership team has been appointed by the Governing Body as the Designated Safeguarding Lead (DSL) who will take lead responsibility for safeguarding and child protection;
- That on appointment, the DSL and deputy(s) undertake interagency training (SSCB Modules 1&2) and also undertake DSL 'New to Role' and 'Update' training every two years;
- That children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum covering relevant issues through personal, social, health and economic education (PSHE) and relationship and sex education (RSE);
- That the school has appropriate safeguarding responses to children who go missing from education to help identify the risk of abuse and neglect which are in line with DfE and Surrey County Council Children Missing Education requirements;
- That the school will comply with regular data returns requested by the Local Authority, regarding all pupils, of statutory school age, attending alternative provision and/or on a reduced or modified timetable;
- That appropriate online filtering and monitoring systems are in place;
- Enhanced DBS checks (without barred list checks, unless the governor is also a volunteer at the school) are in place for all Governors;
- That any identified weaknesses in Safeguarding are remedied immediately.

8. Confidentiality and sharing information

- 8.1 Manor House School recognises that to effectively meet a child's needs, safeguard their welfare and protect them from harm the school must contribute to inter-agency working in line with Working Together to Safeguard Children (2018) and share information between professionals and agencies appropriately where there are concerns.

- 8.2 All matters relating to child protection will be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DfE 2015) guidance.
- 8.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.
- 8.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. However, staff are aware that matters relating to child protection and safeguarding are personal to children and families, in this respect they are confidential and the Headteacher or DSLs will only disclose information about a child to other members of staff on a need to know basis.
- 8.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers knowledge unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Local Referral, Intervention and assessment services helpline at this point.
- 8.6 Information referring to any child(ren) sent to outside agencies will always use a secure egress email by DSL. Any CP files for children attending a new school will be delivered by hand or by Recorded Delivery.

9. Child Protection Procedures

- 9.1 The following procedures apply to all staff working in the school and will be covered by information and training to enable staff to understand their role and responsibility. The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a child is being harmed or abused or is at risk of harm or abuse.
- 9.2 The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount. All staff are aware that very young children and those with disabilities, special needs or with language delay may be more likely to communicate concerns with behaviours rather than words. Additionally, staff will question the cause of knocks and bumps in children who have limited mobility.
- 8.3 **If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them MUST:**
- Make an initial record of the information related to the concern using the concern form found in the school central safeguarding file.
 - Report it to the DSL or DDSL immediately
 - Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence of all that has happened, including details of:
 - i. Dates and times of their observations
 - ii. Dates and times of any discussions in which they were involved
 - iii. Any injuries
 - iv. Explanations given by the child / adult

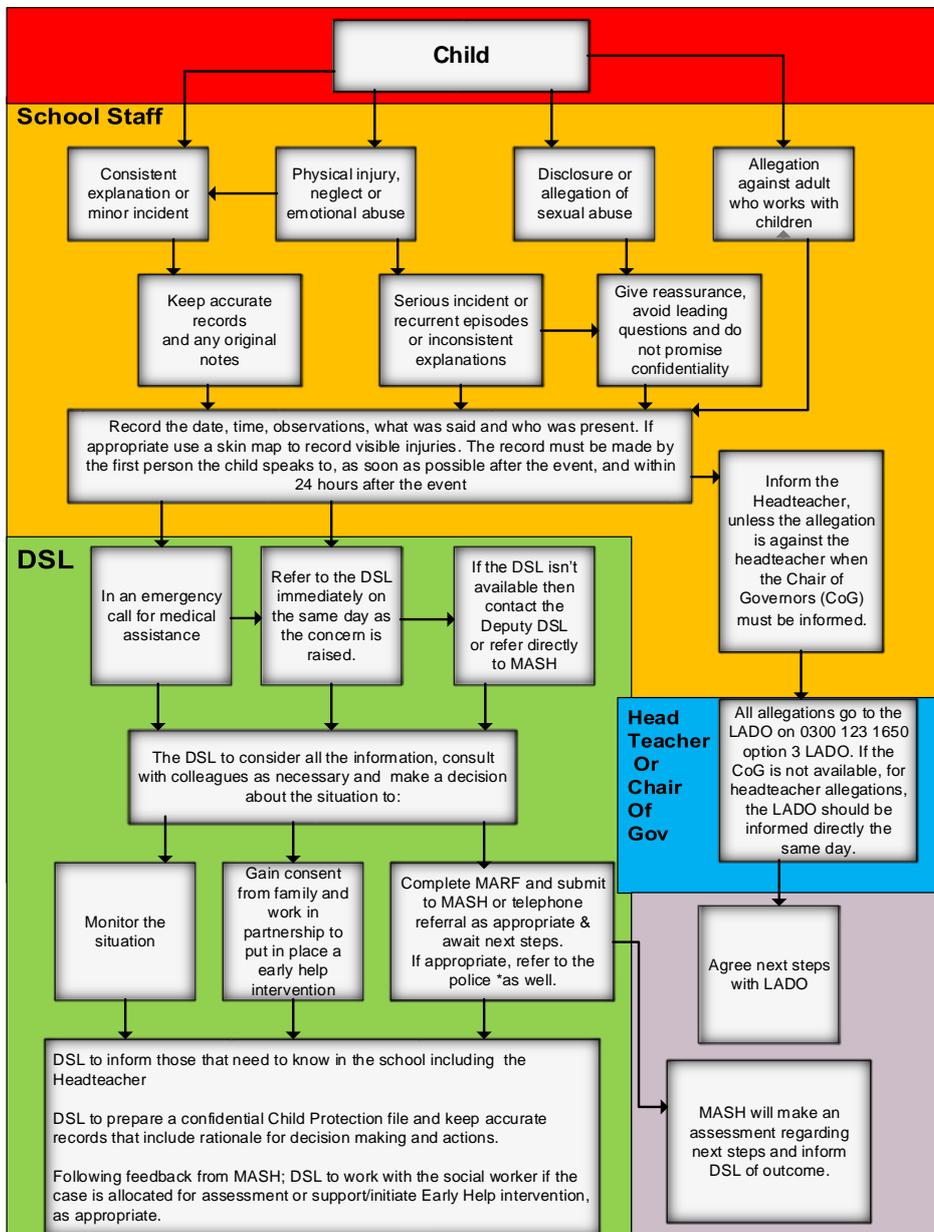
- v. Rationale for decision making and action taken
- vi. Any actual words or phrases used by the child
- vii. Record any visible signs of abuse if seen using the Body Maps template available in central Safeguarding Folder
-
- The records must be signed and dated by the author (or the equivalent signature on electronic based records).
- The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
- In the absence of the DSL or their Deputy, staff must be prepared to refer directly to MASH (and the Police if appropriate) if there is the potential for immediate significant harm. Contact details for the MASH can be found on the MH Safeguarding contact cards.

8.4 **Following a report of concern, the DSL must:**

- 8.4.1 [Using the SSCB Levels of Need](#), decide whether or not there are sufficient grounds for suspecting significant harm, in which case a referral must be made to the MASH and the police if it is appropriate.
- 8.4.2 Normally the school should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to the MASH. However, this should only be done when it will not place the child at increased risk or could impact a police investigation. The child's views should also be taken into account.
- 8.4.3 If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm or abuse the DSL must contact the MASH. By sending a [Multi-Agency Referral Form \(MARF\)](#) by email to: csmash@surreycc.gov.uk or contact the MASH on 0300 470 9100. If a child is in immediate danger and urgent protective action is required, the Police (dial 999) must be called. The DSL must also notify MASH of the occurrence and what action has been taken.
- 8.4.4 If the DSL feels unsure about whether a referral is necessary they will phone the MASH to discuss concerns
- 8.4.5 If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider Early Help.
- 8.4.6 Where there are doubts or reservations about involving the child's family, the DSL should clarify with the MASH or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation.
- 8.4.7 When a pupil is in need of urgent medical attention and there is suspicion of abuse the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital, having first notified the MASH. The DSL should seek advice about what action the MASH will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

8.4.8 The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the police. The DSL should also be made aware.

Child Protection Procedures Flowchart



** In the cases of known FGM, the teacher who was made aware will also make contact with the police*

8.5 Dealing with disclosures

ALL STAFF

8.5.1 A member of staff who is approached by a child should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

8.5.2 Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

8.5.3 All staff know who the DSL is and who to approach if the DSL is unavailable. **All** staff have the right to make a referral to the MASH or Police directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, for example, they are the only adult on the school premises at the time and have concerns about sending a child home.

8.6 All Manor House Staff including early Years are guided by the following principles

Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what has been said as soon as practicable

Reassure

- Reassure the pupil, but only so far as is honest and reliable
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure, for example, you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

Respond

- Respond to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details
- Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court
- Do not ask the child why something has happened.
- Do not criticize the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible
- Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the pupil that it will be a senior member of staff and name them if possible.

Report

- Share concerns with the DSL immediately.
- If you are not able to contact your DSL or the Deputy DSL, and the child is at risk of immediate harm, contact the MASH or Police, as appropriate directly
- If you are dissatisfied with the level of response you receive following your concerns, you should press for re-consideration

Record

- If possible, make some very brief notes at the time, and write them up as soon as possible
- Keep your original notes on file
- Record the date, time, place, persons present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words
- If appropriate, complete a body map to indicate the position of any noticeable bruising
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'

Remember

- Support the child: listen, reassure, and be available
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues
- Get some support for yourself if you need it

Review (led by DSL)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

8.7 What happens next?

- 8.7.1 It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information they should seek it out.
- 8.7.2 If they have concerns that the disclosure has not been acted upon appropriately they might inform the Headteacher or Safeguarding Governor of the school and/or may contact the MASH.
- 8.7.3 Receiving a disclosure can be upsetting for the member of staff and schools should have a procedure for supporting them after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately.
- 8.7.4 In some cases, additional counselling might be needed and staff should be encouraged to recognise that disclosures can have an impact on their own emotions and that they should seek support.

8.8 Allegations against adults who work with children

8.8.1 Procedure

This procedure should be used in all cases in which it is alleged a member of staff or volunteer in a school, or another adult who works with children has:

- *behaved in a way that has harmed a child, or may have harmed a child;*
- *possibly committed a criminal offence against or related to a child; or*
- *behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children*

8.8.2 In dealing with allegations or concerns against an adult, staff must:

- Report any concerns about the conduct of any member of staff or volunteer to the Headteacher immediately.

- If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of Governor as soon as possible. If the Chair of Governors is not available, then the LADO should be contacted directly.
 - There may be situations when the Headteacher or Chair of Governors will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
- 8.8.3 Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO on 0300123 1650 option 3 *LADO*
- Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.
- 8.8.4 Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to
- 8.8.5 In liaison with the LADO, the school will determine how to proceed and if necessary the LADO will refer the matter to Children's Social Care and/or the police.
- 8.8.6 If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2018) and the SSCB procedures.
- 8.8.7

8.9 Disqualification from working in childcare

Where staff work in, or are involved in the management of, the School's Early years or provision of care of students under the age of eight, the school will take steps to check whether those staff are disqualified under the Childcare Act 2006. This forms part of the school's safer recruitment practices, further details of which can be found in the School's Recruitment policy.

The school records all checks of staff employed to work in or manage relevant childcare on the Single Central Register. This includes the date disqualification checks were completed.

Where a member of staff is found to be disqualified or if there is doubt over that issue then, pending resolution, the school will remove them from the work from which they are working or may be disqualified. Suspension or dismissal will not be an automatic response; the school will consider if there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing their risks and taking advice from the designated officer when appropriate.

Employees who work in EYFS and later years and those directly involved in the management of such provision will be informed annually of this legislation and must self-declare if this legislation applies to them or their circumstances change.

9.0 Child abuse

The following definitions are taken from *Working Together to Safeguard Children* HM Government (2018). In addition to these definitions, it should be understood that children can also be abused by being sexually exploited, honour based violence, forced marriage or female genital mutilation. To support the local context, all staff have access to the [Surrey Safeguarding Children's Board Levels of Need Threshold Document](#).

9.1 **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Types of Abuse

These are described in 9.2 – 12.0 and include Online/Offline Abuse

9.2 **Physical abuse** 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.

9.3 **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent 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.

9.3.1 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.

9.3.2 It may involve serious bullying (including cyber bullying), 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 in isolation.

9.4 **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.

9.4.1 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 online).

9.4.2 Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

9.5 **Online and Offline Abuse**

According to the NSPCC Online and Offline abuse is " any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual

abuse, sexual exploitation or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers”

9.5.1 “Technology can give perpetrators of abuse easier access to children. This is also true for Peer on Peer Abuse. Being unable to escape from an abusive person that they are in frequent contact with can make children feel powerless. The technological dimension can prevent children from recognizing that their experiences are a form of abuse. Threatening to share sexual images with their friends and family can prevent the victim from speaking out or seeking support. It can also force the victim to comply with sexual requests online.”

9.5.2. “Being a victim of Online abuse can have a significant negative impact on children. Children can experience self-blame, self-harm, anxiety, depression and low self-esteem. There may be problems at school including difficulty keeping up with work and failure to complete Homework.”

9.6 Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

9.6.1 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)
- ensure access to appropriate medical care or treatment

9.6.2 It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

[The SSCB Neglect Strategy](#) and the [Neglect Risk Assessment Tool](#) is available to staff in the central safeguarding folder providing more detailed information regarding neglect.

10.0 Indicators of abuse

10.1 Neglect is a lack of parental care but poverty and lack of information or adequate services can be contributory factors.

10.1.1 Far more children are registered to the category of neglect on Child in Need and Child Protection plans than to the other categories. As with abuse, the number of children experiencing neglect is likely to be much higher than the numbers on the plans.

10.1.2 Neglect can include parents or carers failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision or stimulation
- ensure access to appropriate medical care or treatment

10.1.3 NSPCC research has highlighted the following examples of the neglect of children under 12 years old:

- frequently going hungry

- frequently having to go to school in dirty clothes
- regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- being abandoned or deserted
- living at home in dangerous physical conditions
- not being taken to the doctor when ill
- not receiving dental care.

10.1.4 Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

10.1.5 Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children (*What to do if You're Worried a Child is Being Abused* DfE 2015) would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need.

10.1.6 Neglect is often linked to other forms of abuse, so any concerns school staff should be discussed with the DSL.

10.2 Indicators of neglect

10.2.1 The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm.

10.2.2 It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that if you feel unsure or concerned, do something about it. Don't keep it to yourself. The [Neglect Risk Assessment Tool](#) provides staff with a resource to identify and act on concerns regarding neglect.

10.2.3 Physical indicators of neglect

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated

10.2.4 Behavioural indicators of neglect

- Constant tiredness
- Frequent absence from school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

10.3 Emotional abuse

10.3.1 Most harm is produced in *low warmth, high criticism* homes, not from single incidents. Emotional abuse is difficult to define, identify/recognise and/or prove.

10.3.2 Emotional abuse is chronic and cumulative and has a long-term impact.

10.3.3 All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself.

10.3.4 Children can be harmed by witnessing someone harming another person – as in domestic abuse.

10.3.5 It is sometimes possible to spot emotionally abusive behavior from parents and carers to their children, by the way that the adults are speaking to, or behaving towards children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later.

10.4 Indicators of emotional abuse

10.4.1 Developmental issues

- Delays in physical, mental and emotional development
- Poor school performance
- Speech disorders, particularly sudden disorders or changes.

10.4.2 Behaviour

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation (I'm stupid, ugly, worthless etc)
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour – e.g., wetting
- Eating disorders
- Destructive tendencies
- Neurotic behaviour
- Arriving early at school, leaving late

10.4.3 Social issues

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships

10.4.4 Emotional responses

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations (“I deserve this”)
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults

- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression

10.5 Physical abuse

10.5.1 Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries. But accidental injuries normally occur on the *bony prominences* – e.g. knees, shins.

10.5.2 Injuries on the *soft* areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present. A body map can assist in the clear recording and reporting of physical abuse. The body map should only be used to record **observed** injuries and **no** child should be asked to remove clothing by a member of staff of the school.

10.6 Indicators of physical abuse / factors that should increase concern

- Multiple bruising or bruises and scratches (especially on the head and face)
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped)
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head
- Bruises on the back, chest, buttocks, or on the inside of the thighs
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette
- Scalds with upward splash marks or *tide marks*
- Untreated injuries
- Recurrent injuries or burns
- Bald patches.

10.6.1 In the context of the school environment, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adults words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault

10.6.2 You should be concerned if a child:

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers.
- has a fear of medical help or attention
- admits to a punishment that appears excessive.

10.7 Sexual abuse

10.7.1 Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, and people working with the child in school, faith settings, clubs or activities. Children can also be subject to child sexual exploitation.

10.7.2 Sexual exploitation is seen as a separate category of sexual abuse. The [SSCB Screening Tool and guidance](#) provides school staff with information regarding indicators of CSE (further information about CSE is available on pages 45-46).

10.7.3 Characteristics of child sexual abuse:

- it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent (this may occur online)
- grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

10.7.4 Most people who sexually abuse children are men, but some women sexually abuse too.

10.8 Indicators of sexual abuse

10.8.1 Physical observations:

- Damage to genitalia, anus or mouth
- Sexually transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

10.8.2 Behavioural observations:

- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age
- Sexually inappropriate behaviour
- Hinting at sexual activity
- Inexplicable decline in education progress
- Depression or other sudden apparent changes in personality as becoming insecure
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly-compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults
- Regressive behaviour,
- Onset of wetting, by day or night; nightmares
- Arriving early at school, leaving late, running away from home
- Suicide attempts, self-mutilation,
- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed

- Trying to be 'ultra-good' or perfect; overreacting to criticism.

10.9 Sexual violence and sexual harassment between children in schools Peer on Peer Abuse – Policy Framework

In most instances, the conduct of pupils towards each other will be covered by our behaviour policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns. Manor House School recognise that children are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'. The forms of peer on peer abuse are outlined below.

Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality. Students take part in a 'Healthy Relationship Programme'.

Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18.

Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others.

Serious Youth Violence – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19 i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences.

The term peer-on-peer abuse can refer to all of these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences.

There are also different gender issues that can be prevalent when dealing with peer on peer abuse

Manor House School aims to reduce the likelihood of peer on peer abuse through;

- the established ethos of respect, friendship, courtesy and kindness;
- high expectations of behaviour;
- clear consequences for unacceptable behaviour;
- providing a developmentally appropriate PSHE curriculum which develops pupils' understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe;
- systems for any pupil to raise concerns with staff, knowing that they will be listened to, valued and believed;
- robust risk assessments and providing targeted work for pupils identified as being a potential risk to other pupils and those identified as being at risk.

Research indicates that young people rarely disclose peer on peer abuse and that if they do, it is likely to be to their friends. Therefore, we educate pupils in how to support their friends if they are concerned about them. They are advised that they should talk to a trusted adult in the school and what services they can contact for further advice.

Any concerns, disclosures or allegations of peer on peer abuse in any form should be referred to the DSL using the School's child protection procedures as set out in this policy. Where a concern regarding peer on peer abuse has been disclosed to the DSL(s), advice and guidance will be sought from Children Social Care and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.

Working with external agencies the school will respond to the unacceptable behaviour. If a pupil's behaviour negatively impacts on the safety and welfare of other pupils then safeguards will be put in place to promote the well-being of the pupils affected and the victim and perpetrator will be provided with support.

10.9.2 **Context**

10.9.3 Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

10.9.4 Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their education attainment as well as their emotional well-being. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.

10.9.5 Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate.

10.9.6 **Policy**

10.9.7 We believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults and other children in school

10.9.8 We recognise that children are capable of abusing their peers and this will be dealt with under our child protection policy and in line with KCSIE (2018)

10.9.9 We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up We will minimise the risk of peer on peer abuse by:-

10.9.10 Prevention

- Taking a whole school approach to safeguarding & child protection
- Providing training to staff
- Providing a clear set of values and standards, underpinned by the school's behaviour policy and pastoral support; and by a planned programme of evidence based content delivered through the curriculum.
- Engaging with specialist support and interventions.

10.9.11 Responding to reports of sexual violence and sexual harassment

- Children making a report of sexual violence or sexual harassment will be taken seriously, kept safe and be well supported.
- If the report includes an online element staff will be mindful of the Searching, Screening and Confiscation: advice for schools (DfE 2018) guidance.
- Staff taking the report will inform the DSL or the Deputy DSL immediately.
- Staff taking a report will never promise confidentiality and training on this will be included in the whole staff safeguarding training.
- Parents or carers should usually be informed (unless this would put the child at greater risk).
- If a child is at risk of harm, is in immediate danger, or has been harmed, a referral (MARF) will be made to the MASH email: csmash@surreycc.gov.uk or telephone 0300 470 9100, as appropriate.

10.9.12 Risk Assessment:-

10.9.13 Following a report, the DSL will make an immediate risk and needs assessment on a case-by-case basis. The Risk assessment will consider;

- The victim, especially their protection and support.
- The alleged perpetrator, their support needs and any discipline action.
- All other children at the school.
- The victim and the alleged perpetrator sharing classes and space at school.

10.9.14 The risk assessment will be recorded and kept under review and be included in regular meetings with key staff.

10.9.15 Where there has been other professional intervention and/or other specialist risk assessments, these professional assessments will be used to inform the school's approach to supporting and protecting pupils.

10.9.16 Action: The DSL will consider:-

- The wishes of the victim.
- The nature of the incident including whether a crime has been committed and the harm caused.
- Ages of the children involved.
- Developmental stages of the children.
- Any power imbalance between the children.
- Any previous incidents.
- Ongoing risks.
- Other related issues or wider context.

10.9.17 Options: The DSL decision making regarding the issue with the following possible options:-

- Manage internally
- Early Help intervention
- Refer to MASH
- Report to the police (generally in parallel with a referral to MASH)

10.9.18 Ongoing Response:

- The DSL will manage each case individually and will ensure the risk assessment is reviewed regularly with relevant partner agencies, for example the Police and Children's Social Care.
- Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator will be removed from any classes they share with the victim.
- The DSL will consider how best to keep the victim and perpetrator a reasonable distance apart on school premises and on transport where appropriate.
- Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, the school will take suitable action. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and may lead to the view that allowing the perpetrator to remain in the same school or college would seriously harm the education or welfare of the victim (and potentially themselves and other pupils).
- Where a criminal investigation into sexual assault leads to a conviction or caution, the school or college will, if it has not already, consider any suitable sanctions in light of their behaviour policy, which may include consideration of permanent exclusion. Where the perpetrator is going to remain at the school or college, the Headteacher should continue keeping the victim and perpetrator in separate classes and continue to consider the most appropriate way to manage potential contact on school and college premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases.
- The victim, alleged perpetrator and any other affected children & adults will receive appropriate support and safeguards on a case-by-case basis.
- The school will take any disciplinary action against the alleged perpetrator in accordance with the school behaviour policy.
- The school recognises that taking disciplinary action and providing appropriate support are not mutually exclusive actions and will occur at the same time if necessary.

10.9.19 Physical Abuse

10.9.20 While a clear focus of peer on peer abuse is around sexual abuse and harassment, physical assaults and initiation violence and rituals from pupils to pupils can also be abusive.

10.9.21 These are equally not tolerated and if it is believed that a crime has been committed, will be reported to the police.

10.9.22 The principles from the anti-bullying policy will be applied in these cases, with recognition that any police investigation will need to take priority.

10.9.23 *References:*

- [DfE Keeping Children Safe in Education 2018](#)

- [DfE Sexual Violence and Sexual Harassment between Children in Schools and Colleges May 2018](#)

10.10 Harmful Sexual Behaviour

10.10.1 The [Brook Traffic Light Tool](#) uses a traffic light system to categorise the sexual behaviours of young people and is designed to help professionals: Manor house School will use this tool in order to:

- Make decisions about safeguarding children and young people
- Assess and respond appropriately to sexual behaviour in children and young people
- Understand healthy sexual development and distinguish it from harmful behaviour
- By categorising sexual behaviours, school can work with other agencies to the same standardised criteria when making decisions and can protect children and young people with a multi-agency approach.

10.10.2 The school recognise that it is vital that professionals agree on how behaviours should be categorised regardless of culture, faith, beliefs, and their own experiences or values.

Brook sexual behaviours traffic light tool

Behaviours: age 0 to 5

All green, amber and red behaviours require some form of attention and response. It is the level of intervention that will vary.

What is a green behaviour?

Green behaviours reflect safe and healthy sexual development. They are displayed between children or young people of similar age or developmental ability. They are reflective of natural curiosity, experimentation, consensual activities and positive choices

What can you do?

Green behaviours provide opportunities to give positive feedback and additional information.

Green behaviours

- holding or playing with own genitals
- attempting to touch or curiosity about other children's genitals
- attempting to touch or curiosity about breasts, bottoms or genitals of adults

- games e.g. mummies and daddies,
- doctors and nurses
- enjoying nakedness
- interest in body parts and what they do
- curiosity about the differences between boys and girls

What is an amber behaviour?

Amber behaviours have the potential to be outside of safe and healthy behaviour. They may be of potential concern due to age, or developmental differences. A potential concern due to activity type, frequency, duration or context in which they occur.

What can you do?

Amber behaviours signal the need to take notice and gather information to assess the appropriate action.

Amber behaviours

- preoccupation with adult sexual behaviour
- pulling other children's pants down/skirts up/trousers down against their will
- talking about sex using adult slang
- preoccupation with touching the genitals of other people
- following others into toilets or changing rooms to look at them or touch them
- talking about sexual activities seen on TV/online

What is a red behaviour?

Red behaviours are outside of safe and healthy behaviour. They may be excessive, secretive, compulsive, coercive, degrading or threatening and involving significant age, developmental,

or power differences. They may pose a concern due to the activity type, frequency, duration or the context in which they occur

What can you do?

Red behaviours indicate a need for immediate intervention and action.

Red behaviours

- persistently touching the genitals of other children
- persistent attempts to touch the genitals of adults
- simulation of sexual activity in play
- sexual behaviour between young children involving penetration with objects
- forcing other children to engage in sexual play

Behaviours: age 5 to 9 and 9 to 13

All green, amber and red behaviours require some form of attention and response. It is the level of intervention that will vary.

What is a green behaviour?

Green behaviours reflect safe and healthy sexual development. They are displayed between children or young people of similar age or developmental ability and reflective of natural curiosity, experimentation, consensual activities and positive choices

What can you do?

Green behaviours provide opportunities to give positive feedback and additional information.

Green behaviours 5-9

- feeling and touching own genitals
- curiosity about other children's genitals
- curiosity about sex and relationships, e.g. differences between boys and girls, how sex happens, where babies come from, same-sex relationships
- sense of privacy about bodies
- telling stories or asking questions using swear and slang words for parts of the body

Green behaviours 9-13

- solitary masturbation
- use of sexual language including swear and slang words
- having girl/boyfriends who are of the same, opposite or any gender
- interest in popular culture, e.g. fashion, music, media, online games, chatting online
- need for privacy
- consensual kissing, hugging, holding hands with peers

What is an amber behaviour?

Amber behaviours have the potential to be outside of safe and healthy behaviour. They may be of potential concern due to age, or developmental differences. A

potential concern due to activity type, frequency, duration or context in which they occur.

What can you do?

Amber behaviours signal the need to take notice and gather information to assess the appropriate action.

Amber behaviours 5-9

- questions about sexual activity which persist or are repeated frequently, despite an answer having been given
- sexual bullying face to face or through texts or online messaging
- engaging in mutual masturbation
- persistent sexual images and ideas in talk, play and art
- use of adult slang language to discuss sex

Amber behaviours 9-13

- uncharacteristic and risk-related behaviour, e.g. sudden and/or provocative changes in dress, withdrawal from friends, mixing with new or older people, having more or less money than usual, going missing
- verbal, physical or cyber/virtual sexual bullying involving sexual aggression
- LGBT (lesbian, gay, bisexual, transgender) targeted bullying
- exhibitionism, e.g. flashing or mooning
- giving out contact details online
- viewing pornographic material
- worrying about being pregnant or having STIs

What is a red behaviour?

Red behaviours are outside of safe and healthy behaviour. They may be excessive, secretive, compulsive, coercive, degrading or threatening

and involving significant age, developmental, or power differences. They may pose a concern due to the activity type, frequency, duration or the context in which they occur

What can you do?

Red behaviours indicate a need for immediate intervention and action.

Red behaviours 5-9

- frequent masturbation in front of others
- sexual behaviour engaging significantly younger or less able children
- forcing other children to take part in
- sexual activities
- simulation of oral or penetrative sex
- sourcing pornographic material online

Red behaviours 9-13

- exposing genitals or masturbating in public
- distributing naked or sexually provocative images of self or others
- sexually explicit talk with younger children
- sexual harassment
- arranging to meet with an online acquaintance in secret
- genital injury to self or others
- forcing other children of same age, younger or less able to take part in sexual activities
- sexual activity e.g. oral sex or intercourse
- presence of sexually transmitted infection (STI)
- evidence of pregnancy

Behaviours: age 13 to 17

All green, amber and red behaviours require some form of attention and response. It is the level of intervention that will vary.

What is a green behaviour?

Green behaviours reflect safe and healthy sexual development. They are displayed between children or young people of similar age or developmental ability and reflective of natural curiosity, experimentation, consensual activities and positive choices

What can you do?

Green behaviours provide opportunities to give positive feedback and additional information.

Green behaviours

- solitary masturbation
- sexually explicit conversations with peers
- obscenities and jokes within the current cultural norm
- interest in erotica/pornography
- use of internet/e-media to chat online
- having sexual or non-sexual relationships
- sexual activity including hugging, kissing, holding hands
- consenting oral and/or penetrative sex with others of the same or opposite gender who are of similar age and developmental ability
- choosing not to be sexually active

What is an amber behaviour?

Amber behaviours have the potential to be outside of safe and healthy behaviour. They may be of potential concern due to age, or developmental differences. A potential concern due to activity type, frequency, duration or context in which they occur.

What can you do?

Amber behaviours signal the need to take notice and gather information to assess the appropriate action.

Amber behaviours

- accessing exploitative or violent pornography
- uncharacteristic and risk-related behaviour, e.g. sudden and/or provocative changes in dress,
- withdrawal from friends, mixing with new or older people, having more or less money than usual, going missing
- concern about body image
- taking and sending naked or sexually provocative images of self or others
- single occurrence of peeping, exposing, mooning or obscene gestures
- giving out contact details online
- joining adult- only social networking sites and giving false personal information
- arranging a face to face meeting with an online contact alone

What is a red behaviour?

Red behaviours are outside of safe and healthy behaviour. They may be excessive, secretive, compulsive, coercive, degrading or threatening and involving significant age, developmental, or power differences. They may pose a concern due to the activity type, frequency, duration or the context in which they occur

What can you do?

Red behaviours indicate a need for immediate intervention and action.

Red behaviours

- exposing genitals or masturbating in public
- preoccupation with sex, which interferes with daily function
- sexual degradation/humiliation of self or others
- attempting/forcing others to expose genitals
- sexually aggressive/exploitative behaviour
- sexually explicit talk with younger children
- sexual harassment
- non-consensual sexual activity
- use of/acceptance of power and control in sexual relationships
- genital injury to self or others
- sexual contact with others where there
- is a big difference in age or ability
- sexual activity with someone in authority and in a position of trust
- sexual activity with family members involvement in sexual exploitation and/or trafficking
- sexual contact with animals
- receipt of gifts or money in exchange for sex

This is intended to be used as a guide only. Please refer to the guidance tool at <https://www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool> for further information

Print date: 01/10/2015 - Brook has taken every care to ensure that the information contained in this publication is accurate and up-to-date at the time of being published. As information and knowledge is constantly changing, readers are strongly advised to use this information for up to one month from print date. Brook accepts no responsibility for difficulties that may arise as a result of an individual acting on the advice and recommendations it contains.

Brook sexual behaviours traffic light tool adapted from Family Planning Queensland. (2012). Traffic Lights guide to sexual behaviours. Brisbane: Family Planning Queensland, Australia.

11.0 Anti-Bullying/Cyberbullying

- 11.1 Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. The [Surrey Anti Bullying Strategy and guidance](#) provides further resources for school staff.
- 11.2 We keep a record of known bullying incidents which is shared with, and analysed by the governing body. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse.
- 11.3 When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern. If the anti-bullying procedures are seen to be ineffective, the Headteacher and the DSL will also consider child protection procedures.
- 11.4 PHSE education regularly provides opportunities for children to understand bullying is wrong, its impact and how to deal with it.

12.0 Online Safety

- 12.1 Manor House School has an online safety policy which explains how we try to keep pupils safe in school and how we respond to online safety incidents.
- 12.2 Children increasingly use electronic equipment on a daily basis to access the internet, share and view content and images via social media sites such as Facebook, twitter, Instagram, snapchat and voodoo and for online gaming.
- 12.3 Some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in extremist or sexual behaviour such as webcam photography or face-to-face meetings.
- 12.4 Pupils may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders

- 12.5 Pupils are taught about online safety throughout the curriculum and all staff receive online safety training which is regularly updated. The school online safety co-ordinator is the Deputy Headteacher. ICT Acceptable Use Policy

13.0 Racist Incidents

- 13.1 Our policy on racist incidents is set out separately and can be found in the behaviour Policy, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

14.0 Radicalisation and Extremism

- 14.1 [The Prevent Duty for England and Wales \(2015\)](#) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.
- 14.2 Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- 14.3 Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous. This can happen both online and offline.
- 14.4 The school is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism.
- 14.5 The school seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.
- 14.6 School staff receive training to help identify early signs of radicalisation and extremism.
- 14.7 Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the [DfE advice Promoting Fundamental British Values as part of SMSC \(spiritual, moral, social and cultural education\) in Schools \(2014\)](#).
- 14.8 The school governors, the Headteacher and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include, [the use of school premises by external agencies](#), anti-bullying policy and other issues specific to the school's profile, community and philosophy.
- 14.9 When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow the safeguarding procedures and refer cases to the MASH. If the matter is

urgent then Police must be contacted by dialling 999. In non-urgent cases where police advice is sought then dial 101 and ask to speak to the Surrey Police Prevent Coordinator.

- 14.10 The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

15.0 Indicators of vulnerability to radicalisation

- 15.1 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- 15.2 Extremism is defined by the Government in the Prevent Strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- 15.3 Extremism is defined by the Crown Prosecution Service as:
- The demonstration of unacceptable behaviour by using any means or medium to express views which:
 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
 - Seek to provoke others to terrorist acts;
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
 - Foster hatred which might lead to inter-community violence in the UK.
- 15.4 There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
- 15.5 Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
- 15.6 Indicators of vulnerability include:
- Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
 - Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
 - Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
 - Unmet Aspirations – the student / pupil may have perceptions of injustice or a feeling of failure,
 - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;

- Special Educational Needs and Disability – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
- 15.7 However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
- 15.8 More critical risk factors could include:
- Being in contact with extremist recruiters;
 - Accessing violent extremist websites, especially those with a social networking element;
 - Possessing or accessing violent extremist literature;
 - Using extremist narratives and a global ideology to explain personal disadvantage;
 - Justifying the use of violence to solve societal issues;
 - Joining or seeking to join extremist organisations; and
 - Significant changes to appearance and / or behaviour;
 - Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.
- 15.9 The Department of Education guidance [The Prevent Duty](#) can be accessed via this link.

16.0 Domestic Abuse

- 16.1 Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.
- 16.2 We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence. Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.
- 16.3 Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse. Manor House School staff will receive training on working with students affected by Domestic Abuse.
- 16.4 The school is enrolled onto the Operation Encompass scheme, a joint project between Surrey Police, Surrey County Council, Surrey Domestic Abuse Service and Surrey Schools; where every school day morning our DSL is notified of all domestic abuse incidents that have occurred and been reported to Police in the previous 24 hours which involved a child at this school (72 hours on a Monday morning). This provides an opportunity for us to ensure the right support is in place at the right time for children who are experiencing domestic abuse.

16.5 Children can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term this can lead to mental health issues such as depression, self harm and anxiety.

16.6 What are the signs to look out for?

Children affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns about a child, think about whether domestic abuse may be a factor.

16.7 What should I do if I suspect a family is affected by domestic abuse?

To talk through your concerns call the Surrey Domestic Abuse Helpline on 01483 776822 or talk to your local outreach service.

East Surrey Domestic Abuse Services - Covering Reigate & Banstead, Mole Valley and Tandridge - 01737 771350

North Surrey Outreach Service - Covering Epsom & Ewell, Elmbridge and Spelthorne 01932 260690

South West Surrey Outreach Service - Covering Guildford and Waverley - 01483 577392

17.0 Child Exploitation (CSE)

- 17.1 Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.
- 17.2 The victim may have been sexually exploited even if the sexual activity appears consensual.
- 17.3 Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. All staff are aware of the link between online safety and vulnerability to CSE.
- 17.4 Any concerns that a child is being or is at risk of being sexually exploited should be passed immediately to the DSL.
- 17.5 The School is aware there is a clear link between regular non-attendance at school and CSE. Staff will consider a child to be at potential CSE risk in the case of regular

non-attendance at school and make reasonable enquiries with the child and parents to assess this risk.

- 17.6 The DSL will complete the Surrey Safeguarding Children's Board [CSE Screening Tool](#) alongside staff who know the child well on all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited.
- 17.7 In all cases if the tool identifies any level of concern (green, amber or red) the DSL should contact the MASH and email the completed CSE Screening Tool along with a Multi-Agency Referral Form (MARF). If a child is in immediate danger the police should be called on 999.
- 17.8 The school is aware that a child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other type of abuse. Children also rarely self-report CSE so staff must be particularly vigilant to potential indicators of risk.
- 17.9 The school includes the risks of sexual exploitation in the PHSE and SRE curriculum. Pupils will be informed of the grooming process and how to protect themselves from people who may potentially be intent on causing harm. They will be supported in terms of recognising and assessing risk in relation to CSE, including online, and knowing how and where to get help. Manor House staff also receive update training on CSE and Peer on Peer abuse.

18.0 Child Criminal Exploitation & Gangs

- 18.1 There are a number of areas in which young people are put at risk by gang activity, both through participation in, and as victims of, gang violence which can be in relation to their peers or to a gang-involved adult in their household.
- 18.2 A child who is affected by gang activity or serious youth violence may have suffered, or may be likely to suffer, significant harm through physical, sexual and emotional abuse or neglect.
- 18.3 The risk or potential risk of harm to the child may be as a victim, a gang member or both - in relation to their peers or to a gang-involved adult in their household. Teenagers can be particularly vulnerable to recruitment into gangs and involvement in gang violence. This vulnerability may be exacerbated by risk factors in an individual's background, including violence in the family, involvement of siblings in gangs, poor educational attainment, or poverty or mental health problems.
- 18.4 Criminal exploitation of children is a typical feature of county lines criminal activity. Key identifying features of involvement in county lines are when children are missing, when the victim may have been trafficked for transporting drugs, a referral to the National Referral Mechanism should be considered with Social Care and Police colleagues.
- 18.5 A child who is affected by gang activity, criminal exploitation or serious youth violence can be at risk of significant harm through physical, sexual and emotional abuse. Girls may be particularly at risk of sexual exploitation. Manor house staff receive training on Child Exploitation.

- 18.6 Any concerns that a child is being or is at risk of being criminally exploited will be passed without delay to the DSL. The school is aware there is a clear link between regular non-attendance at school and exploitation. Staff will consider a child to be at potential risk in the case of regular non-attendance at school and make reasonable enquiries with the child and parents to assess this risk.
- 18.7 A referral to the MASH will be made when any concern of harm to a child as a consequence of gang activity including child criminal exploitation becomes known. Any member of staff who has concerns that a child may be at risk of harm should immediately inform the DSL. The DSL will contact the MASH. If there is concern about a child's immediate safety, the Police will be contacted on 999.

19.0 Youth produced sexual imagery (sexting)

- 19.1 The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is unlawful.
- 19.2 Youth produced sexual imagery refers to both images and videos where:
- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
 - A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
 - A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.
- 19.3 All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance [‘Sexting in schools and colleges: responding to incidents and safeguarding young people’](#)
- 19.4 Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to.
- 19.5 If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL immediately.
- 19.6 The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff must not view, copy or print the youth produced sexual imagery.
- 19.7 The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate).
- 19.8 Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm.

- 19.9 At any point in the process if there is concern a young person has been harmed or is at risk of harm a referral should be made to the MASH or the Police as appropriate.
- 19.10 Immediate referral at the initial review stage should be made to Children's Social Care/Police if:
- The incident involves an adult.
 - There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs).
 - What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent.
 - The imagery involves sexual acts.
 - The imagery involves anyone aged 12 or under.
 - There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.
- 19.11 If none of the above apply then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Headteacher, to respond to the incident without referral to the MASH or the Police.
- 19.12 During the decision making the DSL will consider if:
- There is a significant age difference between the sender/receiver.
 - There is any coercion or encouragement beyond the sender/receiver.
 - The imagery was shared and received with the knowledge of the child in the imagery.
 - The child is vulnerable, for example subject to Child in Need, Child Protection or Early Help plans, Looked After, SEND.
 - There is a significant impact on the children involved.
 - The image is of a severe or extreme nature.
 - The child involved understands consent.
 - The situation is isolated or if the image been more widely distributed.
 - There other circumstances relating to either the sender or recipient that may add cause for concern.
 - The children have been involved in incidents relating to youth produced imagery before.
- 19.13 If any of these circumstances are present the situation will be referred according to our child protection procedures, including referral to the MASH or the Police.
- 19.14 The DSL will record all incidents of youth produced sexual imagery, including the actions taken, rationale for actions and the outcome.

20.0 Female Genital Mutilation (FGM)

- 20.1 Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. [A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s](#), which are identified in the course of their professional work, to the police.
- 20.2 The duty applies to all persons in school who is employed or engaged to carry out 'teaching work' in the school, whether or not they have qualified teacher status.

- 20.3 The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed.
- 20.4 If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made immediately.
- 20.5 School staff are trained to be aware of risk indicators of FGM. Concerns about FGM outside of the mandatory reporting duty should be reported using the school's child protection procedures. Staff should be particularly alert to suspicions or concerns expressed by female pupils about going on a long holiday during the summer holiday.
- 20.6 There should also be consideration of potential risk to other girls in the family and practicing community. Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.
- 20.7 There are no circumstances in which a teacher or other member of staff should examine a girl.

21.0 Forced Marriage

- 21.1 A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.
- 21.2 Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.
- 21.3 A forced marriage is not the same as an arranged marriage which is common in many cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.
- 21.4 School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the MASH and/or the Forced Marriage Unit 200 7008 0151.

22.0 Honour-based Violence

- 22.1 Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

22.2 Honour based violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage; become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

22.3 It is considered a violation of human rights and may be a form of domestic and/or sexual abuse.

24.0 One Chance Rule

24.1 All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance' to speak to a child who is a potential victim and have just one chance to save a life.

24.2 The school are aware that if the victim is not offered support following disclosure that the 'One Chance' opportunity may be lost. Therefore, all staff are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBV cases.

25.0 Private Fostering Arrangements

25.1 A [private fostering](#) arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled.

25.2 Children looked after by the local authority or who are placed in residential schools, children's homes or hospitals are not considered to be privately fostered.

25.3 Private fostering occurs in all cultures and children may be privately fostered at any age.

25.4 The school recognise that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

25.5 By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this with the DSL and the DSL will notify the MASH.

26.0 Children Looked After

26.1 The most common reason for children becoming looked after is as a result of abuse and neglect.

26.2 The school ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated

to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

- 26.3 The designated teacher and governor for children looked after will have the appropriate level training to equip them with the knowledge and skills to undertake their role.
- 26.4 The designated teacher for children looked after and the DSL have details of the child's social worker and the name and contact details of the Surrey County Council's Head of Virtual School.
- 26.5 The designated teacher for children looked after and children previously looked after will work in partnership with the Virtual School Assistant Headteacher to discuss how Pupil Premium Plus funding can be best used to support the progress of children looked after in the school and meet the needs of the child's within their personal education plan.

27.0 Children Missing Education

- 27.1 All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- 27.2 The school recognises that children missing education are at significant risk of underachieving, being victims of abuse and harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
- 27.3 Where possible the school will hold more than one emergency contact number for each pupil.
- 27.4 The school will ensure that there is a record of joiners and leavers as defined in [The Education \(Pupil Registration\) \(England\) 2006](#).
- 27.5 When removing a child's name, the school will notify the Local Authority of: (a) the full name of the child, (b) the full name and address of any parent with whom the child normally resides, (c) at least one telephone number of the parent, (d) the child's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the child's name is to be removed from the school register.
- 27.6 The school will make reasonable enquiries to establish the whereabouts of a child jointly with the Local Authority, before deleting the child's name from the school register if the deletion is under regulation 8(1), sub-paragraphs (f) (iii) and (h) (iii) of [The Education \(Pupil Registration\) \(England\) 2006](#).
- 27.7 The school will:
- Enter pupils on the admissions register on the first day on which the school has agreed, or has been notified, that the pupil will attend the school.
 - Notify the Local Authority within five days of adding a child's name to the admission register. The notification must include all the details contained in the admission register for the new pupil.
 - Monitor each child's attendance through their daily register and follow the SCC procedure in cases of unauthorised absence.

Commented [SSC1]: Add link to SCC CME policy on education safeguarding site

Commented [SSC2]: This paragraph should follow (logically) the next one rather than be before

- Remove a child's name from the admissions register on the date that the child leaves the school.
- The school will notify the Local Authority when they are about to remove a child's name from the school register under any of the fifteen grounds listed in the regulations, no later than the date that the child's name is due to be removed.
- Where parents notify the school, in writing, of their intention to electively home educate the school will forward a copy of the letter to the Elective Home Education Team / Education Welfare. Where parents orally indicate that they intend to withdraw their child to be home educated and no letter has been received, the school will not remove the child from roll and will notify Education Welfare at the earliest opportunity.

28.0 Pupils Missing Out of Education

- 28.1 The vast majority of children engage positively with school and attend regularly. However, in order to flourish, some children require an alternative education offer or may require a modified timetable to support a return to full time education provision. It is recognised that children accessing alternative provision or a reduced or modified timetable may have additional vulnerabilities. Ofsted refer to these as Pupils Missing Out On Education (PMOOE), because they are not accessing their education in school in the 'usual way'.
- 28.2 The school will gain consent (if required in statute) from parents to put in place alternative provision and/or a reduced or modified timetable
- 28.3 The school will ensure that and parents (and the local authority where the pupil has a statement of special educational needs) are given clear information about alternative provision placements and reduced or modified timetables: why, when, where, and how they will be reviewed;
- 28.4 The school will keep the placement and timetable under review and involve parents in the review. Reviews will be frequent enough to provide assurance that the off-site education and/or modified timetable is achieving its objectives and that the pupil is benefitting from it;
- 28.5 The school will monitor and track children attending alternative provision to ensure that the provision meets the needs of the child
- 28.6 The school will comply with regular data returns requested by the Local Authority, regarding all pupils, of statutory school age, attending alternative provision and/or on a reduced or modified timetable.
- 28.7 The school leadership will report to governors of any formal direction of a pupil to alternative provision to improve behaviour.
- 28.8 The school leadership will report to governor's information regarding the use and effectiveness of the use of alternative provision and modified timetables.

29.0 School Attendance and Behaviour

- 29.1 Additional policies and procedures are in place regarding school attendance and behaviour.

29.2 The school recognises that absence from school and exclusion from school may be indicators of abuse and neglect, including the exploitation of children. The DSL will regularly liaise with members of school staff with responsibility for behaviour and attendance to ensure risk is identified and appropriate intervention is in place to protect children from harm.

29.3 The school will work in partnership with Surrey Police and other partners for reporting children that go missing from the school site during the school day. Staff will be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

30.0 Restrictive Physical Intervention

30.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is or at immediate risk of harming him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be fully recorded and signed by a witness.

30.2 Staff who are likely to need to use physical intervention will be appropriately trained in "Positive Options" techniques.

30.3 Staff understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection and/or disciplinary procedures.

30.4 We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.

30.5 When applying disciplinary measures such as physical intervention or isolation for children with SEND the school will consider the risks, given the additional vulnerabilities of these children.

30.6 Surrey County Council guidance [Touch and the use of restrictive Physical Intervention When Working with Children and Young People](#) provides further detailed information.

30.7 In the EYFS all cases of physical intervention must be recorded and signed by a witness. Parents and carers should be informed on the same day or as soon as reasonably possible.

31.0 Whistle-blowing

31.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

31.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Area Schools Officer or LADO in accordance with the Whistleblowing Policy.

31.3 The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about a way a concern is being handled by their school. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

31.4 Whistle-blowing regarding the Headteacher should be made to the Chair of the Governing Body whose contact details are available to staff.

32 To report a concern about the safety or well-being of a child, including concerns over Female Genital Mutilation (FGM) or a concern that a child is being radicalised, please contact:

Children's Social Care
Monday-Friday 9am-5pm
SE Area 0300 123 1620

Out of Office Hours: **Emergency Duty Team 01483 517898**
C/O Fairmount House
Bull Hill
Leatherhead
KT22 7AH

Multi-Agency Safeguarding Hub – based at Guildford Police Station
01483 518505
csmash@surreycc.gov.uk

The Multi Agency Safeguarding Hub (MASH) responds to initial enquiries about children and young people as a result of Police involvement with the child or their family.

Police: Surrey Police – 101 (non-emergency Police Number)

LADO - Local Authority Designated Officer

The LADO Service manages allegations against individuals who work or volunteer with children in Surrey.

Monday to Friday 9am to 5pm

To report a concern regarding someone who works with children 0300 123 1650

LADO@surreycc.gov.uk

Surrey Children's Services: South east: 0300 123 1620

Surrey Safeguarding Children Board (SSCB)

The Surrey Safeguarding Children Board co-ordinates how children are safeguarded and protected from harm. The SSCB is based in Leatherhead.

SSCB Support team: 01372 833330

SSCB Chair – Elaine Coleridge-Smith: email: SSCBchair@surreycc.gov.uk

To contact the SSCB Chair please contact Janice Morgans, Interim Partnership Support Manager, on 01372 833378

Child Death Overview Panel Co-ordinator: 01372 833319

Assessment Consultation Therapy (ACT)

To make a referral of for an initial discussion: 01483 519606 or email
act@surreycc.gov.uk

Prevent Duty

If you have any concerns about a child or young person being radicalised please report your concerns either to the Police or one of the following helplines:

Department for Education Helpline: 020 7340 7264 or email:

counter.extremism@education.gsi.gov.uk

Prevent Partnership Group contact for Surrey is gordon.falconer@surreycc.gov.uk

Anti-terrorist hotline: 0800 789 321 or www.gov.uk/report-terrorism

Hospitals: Leatherhead Hospital 020 8296 2000
Poplar Road, Leatherhead, KT22 8SD

Royal Surrey County Hospital 01483 571122
Egerton Road, Guildford, GU2 7XX

NSPCC (Head Office):020 7825 2500

NSPCC Childline: 0800 1111

NSPCC Adult Helpline: 0808 800 5000

School Counsellor: Denise Mills

School Nurse: Eloise Hime-Knowles

Disclosure & Barring Service

Checks: 01942 609365

enquiries@criminalrecordsservices.co.uk

Any deficiencies or weaknesses in child protection and safeguarding arrangements must be remedied without delay and the Governors and DSL, the Headteacher, will review the policy annually, or as and when updates are issued by the Government.