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**CHILD PROTECTION POLICY**

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Updated: August 2020

Origin: Director of Care, Support & Guidance

**Purpose and aim**

Conyers School's whole-school Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child welfare concerns. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures to keep children safe in our school. This policy recognises that abuse can occur in all communities and contexts and that all staff have a responsibility and the opportunity to support children, in sharing concerns and worries in school to feel safe. The whole school culture of vigilance in Conyers School creates a safe space where children are supported, listened to and valued in what they choose to share and that ALL staff act immediately with the necessary level of intervention to create the most effective outcome for every individual child.

The purpose of the policy is, therefore, to ensure that our children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where Child Protection concerns are identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.

Governors and staff are committed within Conyers School to keeping children safe and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our students' parents and visitors to share this commitment and understanding.

**Introduction**

Conyers School fully recognises the contribution it can make to keeping children safe and supporting the students in its care. There are four main elements to Conyers School's Child Protection Policy:

- **Prevention** (positive school atmosphere, careful and vigilant teaching, pastoral care, support to students, providing good adult role models and the identification of early and additional support/services to children and families and recognising and reducing risks to children including harassment, bullying, victimisation, sexual violence and sexual harassment, criminal and sexual exploitation, preventing radicalisation (extremism, radicalisation and terrorism) and issues such as Honour Based Violence, Female Genital Mutilation and Forced Marriage).
- **Protection** (following agreed procedures, ensuring all staff respond appropriately and sensitively to child protection concerns and that every member of staff has regular training and updates at least annually and are supported to refer their concerns to the Designated Safeguarding Lead, Paul Plows, Director of Care, Support and Guidance or Deputy Designated Safeguarding Lead, Helen Guy, Year 7 Pastoral Manager or The Hartlepool and Stockton Children's Hub (Tel 01429 284284 or email [childrenshub@hartlepool.gcsx.gov.uk](mailto:childrenshub@hartlepool.gcsx.gov.uk)) directly. IF NECESSARY. In certain specific cases such as Female Genital Mutilation (Mandatory reporting of FGM since October 2015), Radicalisation or Forced Marriage there are SPOCS/named teams and individuals within the police who can be contacted).
- **Reconsideration** (following and challenging the progress of new referrals and existing cases to ensure that individual cases are reconsidered if there remains no improvement to a child's circumstances)
- **Support** (for students and school staff and for children who may be vulnerable due to their individual circumstances or extra-familial harm and taking action to enable all children to have the best outcomes).

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All staff have the added responsibility of recognising that there may be children with additional vulnerability who remain at higher risk of harm or abuse because of their existing vulnerability. All school and college staff should be 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.

(KCSIE 2020)

All staff have a responsibility to recognise child abuse, neglect and peer on peer (child on child) abuse in its many forms. All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Additional guidance on how our school supports the following areas of need, additional need or harm are hyperlinked documents in Appendix 1 of this Child Protection Policy and includes the full list taken from Keeping Children Safe in Education 2020 pages 82-97.

Broadly the areas taken from Keeping Children Safe in Education, 2020 Annex A, include

- Children in the court system
- Children missing from education
- Children with family members in prison
- Child Sexual Exploitation
- Child Criminal Exploitation - County Lines
- County Lines
- Domestic Abuse
- Homelessness
- So called 'Honour Based Abuse' inclusive of Female Genital Mutilation (FGM) and Forced Marriage.
- FGM
- Forced Marriage
- Preventing Radicalisation
- The Prevent duty
- Channel
- Peer on Peer/Child on Child Abuse
- Sexual Violence and Sexual Harassment between children in schools and colleges
- Upskirting
- The response to a report of sexual violence or sexual harassment

(KCSIE 2020)

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AS STATED THE FULL LIST OF ADDITIONAL ADVICE AND SUPPORTIVE HYPERLINKS CAN BE FOUND IN APPENDIX 1 OF THIS POLICY

In the event of any of the above issues being recognised, information should be shared directly with the Designated Safeguarding Leads which will result in the situation being recorded, evaluated and support offered in school or the student(s) being referred to specific services.

**This policy applies to Conyers School's whole workforce.**

## **Framework and Legislation**

No school operates in isolation. Keeping children safe from significant harm is the responsibility of all adults especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Hartlepool and Stockton-on-Tees Safeguarding Children's Partnership, which includes the partnership of several agencies who work with Children and families across the borough.

Conyers School is committed to keeping children safe and safeguarding all children in accordance with Child Protection: Hartlepool and Stockton-on-Tees Safeguarding Children's Partnership <https://www.teescpp.org.uk/> and partner agencies in all cases where there is a concern about significant harm.

Significant Harm is defined in The Children's Act 1989 as the ill-treatment (including sexual abuse and physical abuse) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child.

**Note:** harm now includes the impairment of a child's health or development as a result of witnessing the ill-treatment of another person. (*Adoption and Children Act 2002*)

Local Authorities have a duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that there is a child who is living, or is found, in their area and they have reasonable cause to suspect that child is suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. The Hartlepool and Stockton Children's Hub undertakes this responsibility on behalf of the Local Authority once a referral has been made.

Keeping Children Safe in Education September 2020 contains information on what schools and colleges **should** do and sets out the legal duties with which schools and colleges **must** comply. It should be read alongside Working Together to Safeguard Children 2018 which applies to all the schools, including maintained nursery schools. The Children Act 1989 sets out the Legal Framework.

## **Roles and Responsibilities for all staff**

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting ALL children from maltreatment and abuse; (including in addition to the four categories of harm, issues such as sexual violence and sexual harassment, child criminal exploitation (CCE), child sexual exploitation (CSE), Honour based abuse (HBA) inclusive of Female Genital Mutilation (FGM) and Forced Marriage, preventing radicalisation (extremism, radicalisation and terrorism), harassment, bullying and victimisation, preventing impairment of children's health (physical and mental 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. This includes everyone under the age of 18.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Due to the regular contact with children all staff at Conyers have, we hold a particularly important role in safeguarding as we are in a position to identify concerns early, provide help for children and to prevent concerns from escalating. Children can make disclosures or show signs of

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abuse at any time and to any individual and safeguarding incidents can occur within school.

Therefore, through a thorough induction process and the sharing of this policy to all staff, students and volunteers, it is important that ALL staff:

- Ensure that they listen to and reflect on the voice of the child at ALL times and take seriously any concerns raised to them by a child.
- Ensure that they report ANY concerns of harm to any child to the Designated Safeguarding Lead immediately. (However, ALL staff can refer their concerns directly to The Children's Hub (Tel 01429 284284 or email [childrenshub@hartlepool.gov.uk](mailto:childrenshub@hartlepool.gov.uk)) if necessary and the police in the stated incidents above). They should inform the Designated Safeguarding Lead as soon as possible if they have reported concerns directly.
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies. All discussions decisions and reasons for them should be recorded in writing adhering to the Conyers School's recording and information sharing policy/procedure.
- Ensure that they maintain an attitude of **'it could happen here'** and report any concerns regarding the behaviour of a child /an adult/staff member in school directly to the Designated Safeguarding Lead/Headteacher.
- Ensure that they feel able to raise concerns about poor or unsafe practices of staff and potential failures in the school's safeguarding regime through whistleblowing procedures and the staff behaviour/code of conduct policy.
- Ensure that they attend regular formal training/updates at least annually to support them in recognizing the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of need or risk to the child.
- Ensure from the 1<sup>st</sup> July 2015 that under the Counter Terrorism and Security Act, April 2015 that the school has 'Due regard' To Prevent' and to assess the risk of children and young people being radicalised drawn into extremism (based upon potential risks in local area and that clear protocols in place for all visitors so that views are appropriate and not an opportunity to influence others).
- Ensure from October 2015 that there is mandatory reporting to the police in all cases where staff discover that an act of FGM appears to have been carried out.
- Ensure that staff understand through online safety training the additional risks for students online and continue to promote the School's Online Safety Policy in the protection of all students. This includes the management of 3G and 4G internet access via children's own mobile phones or electronic devices which can allow them unlimited access to the internet without any restrictions using their own data allowance. It is clear in the school's online safety policy, the expectations of pupils regarding their own devices whilst on school site and the consequences of any evidence of inappropriate use of the internet.
- Ensure that they remain vigilant whilst visitors are on site and continue to promote the school's commitment to keeping children safe through reminding visitors and parents of the school's appropriate use of personal mobile phones/devices whilst they are on school premises. This includes staff understanding and adhering to the Staff Behaviour Policy inclusive of use of mobile phones and electronic devices.

Conyers School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

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## **The Designated Safeguarding Lead**

Conyers School has appointed from our Executive Team, Paul Plows, to be our Designated Safeguarding Lead. This person has the overall responsibility for Safeguarding and Child Protection and has the appropriate authority and training to undertake such a role and is able to provide advice and support to other staff on child welfare and child protection matters. This person is able to take part in strategy discussions and inter agency meetings and to support other trained staff to do so as well as contribute to the assessment of children. The Designated Safeguarding Lead (and deputy) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns (KCSIE 2020).

## **Role of the Designated Safeguarding Lead**

At Conyers School we have appointed the following Deputy Designated Lead, Helen Guy, who is part of the Safeguarding Team. She is trained to the same standard as the Designated Safeguarding Lead and the role is explicit in her job description. Whilst the activities of the Designated Safeguarding Lead can be delegated to an appropriately trained deputy the ultimate LEAD RESPONSIBILITY for child protection will not be delegated and remains with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has a very detailed role (see below).

However, if there is an IMMEDIATE safeguarding concern and the Designated Safeguarding Leads are unavailable please seek immediate support via the Hartlepool and Stockton Children's Hub (Tel 01429 284284 or 01642 130080)

The broad areas of responsibility for the designated safeguarding leads are identified here

## **Manage referrals**

- Refer all cases of suspected abuse to the Hartlepool and Stockton Children's Hub.
- Support staff who make referrals to the Hartlepool and Stockton Children's Hub.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Channel programme.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required (including Sexual Exploitation (VEMT lead) or Female Genital Mutilation and Forced Marriage.

## **Work with others**

- Act as a point of contact with the three safeguarding partners.  
(Hartlepool and Stockton-on-Tees Safeguarding Children Partnership)
- Liaise with the Headteacher to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required liaise with the case manager (Headteacher or where the Headteacher is the subject of the allegations the Chair of Trust and the Designated Officer, operating on behalf of the Local Authority, for child protection concerns (all cases which concern a staff member).
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

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## Training

The Designated Safeguarding Lead and deputy should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The Designated Safeguarding Lead should undertake Prevent awareness training. Training should provide the Designated Safeguarding Lead with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they :

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments (Single Assessment Continuum of Need).
- Understand the **Local Assessment Protocol** which sits alongside the **Continuum of Need and Services**.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's Child Protection Policy and procedures, especially new and part time staff.
- Are alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners (Hartlepool and Stockton Safeguarding Children Partnership), other agencies, organisations and practitioners.
- Are able to keep detailed, accurate and secure, written or electronic records of concerns and referrals. (School will move to electronic recording via CPOMS this academic year)
- Understand and support the school with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college.
- Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, amongst all staff, in any measures the school may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

## Raise Awareness

The Designated Safeguarding Lead should ensure that the school policies are known understood and used appropriately:

- Ensure the school's Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.

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- Ensure the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the Hartlepool and Stockton Safeguarding Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff. Their role could include ensuring that the school, and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

## **Child Protection File**

- Where children leave the school (including mid-year transfers) the Designated Safeguarding Lead should ensure their child protection file is transferred appropriately to the any new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and confirmation of receipt should be obtained. This should be through an electronic system (CPOMS) by the end of the academic year. Receiving schools and colleges should ensure key staff such as Designated Safeguarding Leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.
- In addition to the child protection file, the Designated Safeguarding Lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

## **Availability**

- During term time the Designated Safeguarding Lead (or deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns.
- Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person, if the Designated Safeguarding Lead or Deputy are not available in person the Headteacher or Deputy Headteacher would be available and would liaise with the Designated Safeguarding Lead as required.
- The Designated Safeguarding Lead and school have adequate and appropriate cover arrangements in place for any out of hours/out of term activities.

## **Taken from Keeping Children Safe in Education, 2020: Annex B.**

In addition as recommended as best practice by PG: Safeguarding First LTD the Designated Safeguarding Lead will:

- Ensure each member of staff has access to and understands the school's suite of safeguarding policies particularly the Child Protection Policy and the Staff Behaviour Policy (which incorporates the Staff Handbook and the Teacher's Standards), especially new or part-time staff who may work with different establishments.
- Be aware of all school excursions and residentials and clarify with the educational visit co-ordinator / group leader(s) their role and responsibility in connection with safeguarding / child protection.
- Ensure that a Professional Supervision Policy is in place for all Designated Safeguarding Leads and is a well embedded process in school that allows for critical and reflective practice to promote the educational outcomes and improved mental health and wellbeing of all vulnerable students.
- Ensure that a whole school policy for Induction is in place for all new starters, including

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members of the workforce and volunteers, to induct them thoroughly into all key aspects of their role and responsibility in school across all five bubbles of the PG:SF business model.

- Ensure a whole school policy about managing behaviour and discipline including the use of reasonable force, is in place. There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom. When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions, schools and colleges should in considering the risks carefully recognise the additional vulnerability of these groups. They should also consider their duties under the Equality Act 2010/36 in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty.
- Ensure an effective whole school policy against bullying / online-bullying inclusive of measures to prevent all forms of bullying among students is in place.
- Inform the LA of any student to be deleted from the school admission register and follow missing from Education protocols.
- Inform the LA of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

## **Responsibilities of Conyers School's Local Governing Body / The 1590 Trust Board**

Governing Bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their school's safeguarding arrangements. At Conyers the senior lead Governor for Safeguarding is Karen Joyce, the Chair of the Conyers Local Governing Body's Care, Support and Guidance Committee.

The role of this individual is to:

- Ensure that the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity and challenge the safeguarding activity.
- Ensure the self-assessment tool and Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development.
- Ensure that governing body receive training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.
- Ensure that the governing body is aware of the changes to Local Safeguarding Children Partnership arrangements and the need for the school to understand their role in effective multi-agency working under the new arrangements.

## **The Safeguarding Governor is NOT the Chair of Governors; the Chair of Governors role is to:**

- Ensure that they liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Headteacher of a school or a member of the governing body of the school.
- Ensure that in the event of allegations of abuse being made against the Headteacher where the Headteacher is also the sole proprietor of an independent school, allegations should be reported directly to the Designated Officer (DO). Therefore, ensuring effective whistleblowing procedures are in place.
- Ensure that the appointed member of the Conyers Local Governing Body for Safeguarding holds the Headteacher to account on all matters involving safeguarding through an effective

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Child Protection Policy that is embedded and followed by the entire workforce in all of the above raised areas.

- Ensure that all staff receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- Ensure that the school has appropriate filtering and monitoring systems in place for online content and ensure that staff, students and visitors to their site follow their school's acceptable use policy / online safety policy.
- Ensure that children are taught about safeguarding, keeping themselves safe, including online safety through Relationships and Sex Education.
- Ensure that a designated teacher is appointed to promote the educational achievement of Children / Young People In Our Care – CYPIOC looked after children, including working with the Local Authority's virtual school Headteacher and discuss how pupil premium funding for Children / Young People In Our Care – CYPIOC (looked after children) will be used.
- Ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- Ensure their Child Protection Policy reflects the fact that additional barriers can exist when recognising abuse and neglect for children with Special Educational Needs. These can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; being more prone to peer group isolation than other children; the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.

## **Information for Parents -**

At Conyers School, Governors and staff are committed to keeping our children safe and will take any reasonable action to safeguard and promote their welfare. In cases where the school has reason to be concerned that a child maybe suffering significant harm, ill treatment, neglect or other forms of harm, staff have no alternative but to follow Hartlepool and Stockton-on-Tees Safeguarding Children Partnership Arrangements and inform the Hartlepool and Stockton Children's Hub or police of their concern.

## **Procedures**

The Designated Safeguarding Lead (or Deputy DSL) will be informed immediately by an employee of the school, student of the school, parent of the school, other persons, in the following circumstances

- Suspicion that a child is being harmed
- There is evidence that a child is being harmed

The threshold of significant harm is defined in the Children Act 1989 Section 31 (9) as:

- Ill-treatment
- Impairment of health (as compared to a similar child)

*Note: harm now includes the impairment of a child's health or development as a result of witnessing the ill-treatment of another person (Adoption and Children Act 2002).*

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Working together 2018 defines the categories of harm as:

## **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

## **Neglect**

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

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

## **Sexual Abuse**

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

## **Emotional Abuse**

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. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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 though it may occur alone.

## **Children potentially at greater risk of harm**

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local authorities should share the fact a child has a social worker, and the Designated Safeguarding Lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools to safeguard and promote the welfare of children.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with

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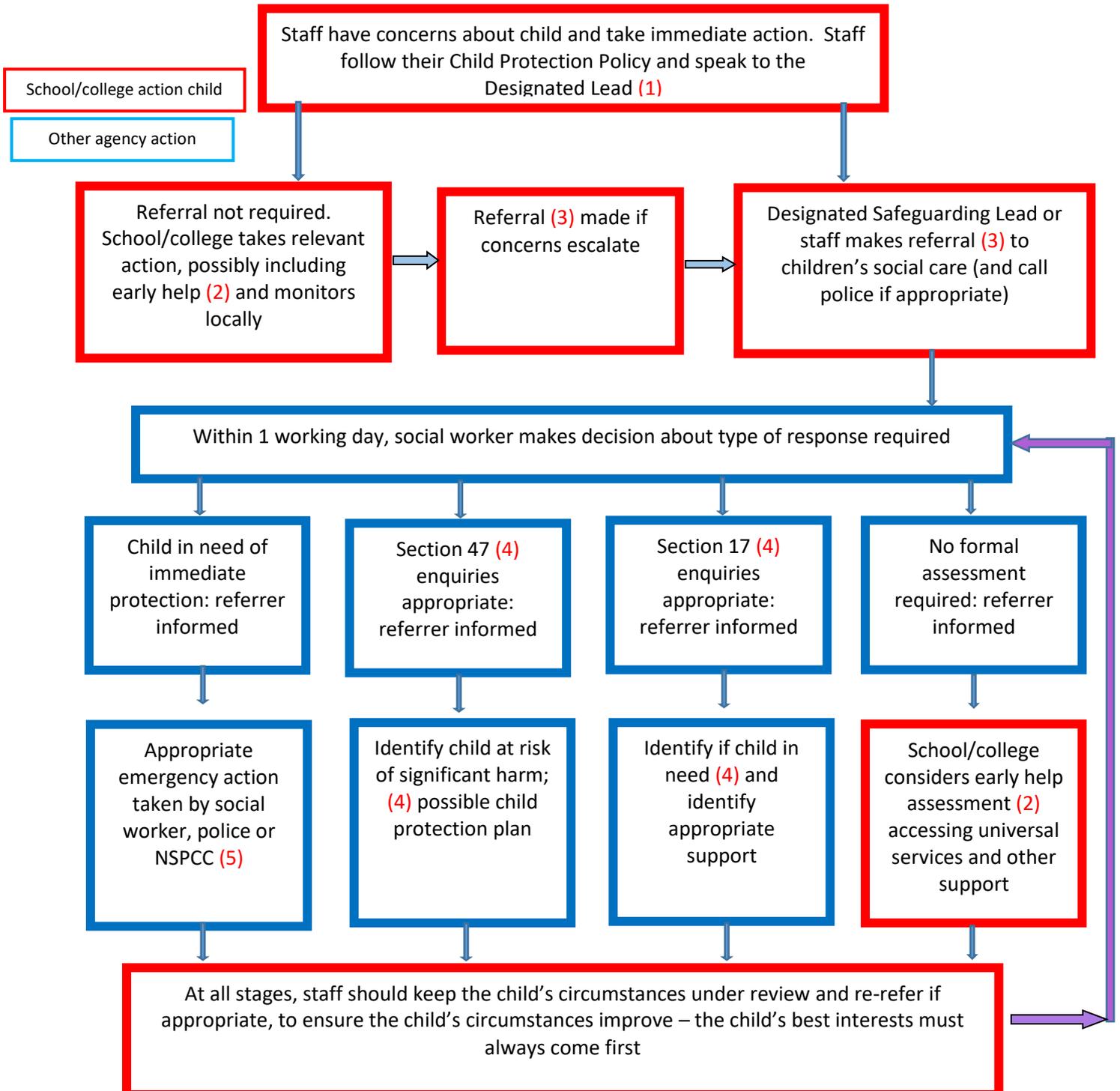
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factors outside the school and/or can occur between children outside of these environments. All staff, but especially the Designated Safeguarding Lead (and deputy) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

The Designated Safeguarding Lead will keep a full record of concerns raised and make referrals to the Hartlepool and Stockton Children's Hub, if necessary. These records may be either handwritten or electronic but will be stored via a secure system (Moving to a fully electronic system by the end of the academic year). The Headteacher will be kept informed at all times.

From KCSIE 2020 page 17

## Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part Four of KCSIE 2019.
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, and early help inter-agency assessment should be arranged. Chapter One of [Working Together to Safeguard Children](#) provides details guidance on the early help process.
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include S17 assessments of children in need and S47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working Together to Safeguard Children](#)
4. This could include applying for an Emergency Protection Order (EPO)

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## **Safe Schools / Safe Staff**

Governors have agreed and ratified the following policies, procedures, processes or systems which must be read and considered in conjunction with this policy.

## **Whistleblowing / Confidential Reporting Policy**

Conyers School's Whistleblowing/Confidential Reporting Policy provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken, when staff has concerns about an adult's behaviour.

## **Management of a safeguarding concern or allegation about an adult**

If staff have safeguarding concerns, or an allegation is made about another member of staff (including supply staff and volunteers) posing a risk of harm to children, then this should be referred to the headteacher; where there are concerns/allegations about the headteacher, this should be referred to the Chair of the Trust via [whistleblowing@conyers.org.uk](mailto:whistleblowing@conyers.org.uk) Staff may consider discussing any concerns with the school's Designated Safeguarding Lead and make any referral via them.

Consultation without delay with the Designated Officer, **Tel: 01429 401844** will determine what action follows. A multi-agency strategy meeting may be arranged to look at the complaint in its widest context, the Headteacher / a senior member of school staff must attend this meeting, which will be arranged by the Designated Officer. All issues must be recorded on the allegation management form and the outcome reached must be noted to ensure closure. <https://www.hsscp.co.uk>

## **Training and Support**

All staff members should be aware of the systems within Conyers School which support safeguarding and these are explained to them as part of their induction into the school to ensure they can discharge their responsibilities effectively. This includes: the school's Child Protection Policy; the school's Staff Behaviour Policy (sometimes called a Code of Conduct, at Conyers, this incorporates the Staff Handbook and the Teachers' Standards); Safer Working Practice Document and the names of the Designated Safeguarding Lead and their nominated deputy.

All staff members receive appropriate safeguarding and child protection training which is regularly updated. The governing body decides the frequency and content of this CPD. At Conyers School our whole school training is held annually. In addition, all staff members receive regular safeguarding and child protection updates via staff meetings held termly or internal CPD as required but at least annually to provide them with relevant skills and knowledge to safeguard children effectively and allow them opportunities to contribute to reviewing and shaping the safeguarding arrangements in school inclusive of, the Child Protection Policy.

## **Professional Confidentiality**

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of safeguarding. Conyers School recognises that the only purpose of confidentiality in this respect is to benefit the child. Hartlepool and Stockton on Tees Safeguarding Children Partnership <https://www.hsscp.co.uk>

## **Record Keeping**

Well-kept records are essential to good safeguarding practice. Conyers School is clear about the need to record any concerns, discussions held, decisions made and reasons for those decisions about a child or children within its care. All staff will follow the school's information sharing and recording policies to ensure record keeping is compliant and in line with the General Data Protection Regulations 2018 and Data Protection Act 2018.

Safeguarding Recording with Conyers School is through a paper based system. Following a child leaving our school we follow the appropriate transfer procedures and retention guidelines. During this academic year recording of safeguarding will move over to CPOMS.

Appropriate staff have received training in the recording expectations and retention. Following a child leaving our school we follow the appropriate transfer procedures and retention guidelines. At Conyers School we started electronic recording during the academic year 2019-20. All recording prior to this is in paper format. Retention guidelines are followed accordingly.

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## **Attendance at Safeguarding Conferences**

In the event of Conyers School being invited to attend Child Protection Conferences, the Designated Safeguarding Lead or deputy will represent the school or the school will identify the most appropriate trained member of staff to provide information relevant to the Child Protection Conference (Initial/Review). In the event that those staff members cannot attend the school will aim to send a written report in advance of the meeting.

## **Supporting Children**

Conyers School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. Conyers School may be the only stable, secure and predictable element in the lives of some of the children in its care. The school, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

As an Operation Encompass partner we work closely with the Operation Encompass Lead with regards to domestic violence incidents and offer wellbeing checks to our students if we are contacted following an incident which has occurred in one of our student's homes.

Conyers School also recognises that children are capable of abusing their peers. Peer on peer abuse can take many forms and any concerns raised will be investigated and dealt with appropriately. No peer on peer abuse should be tolerated or minimised as part of growing up and **all** those involved will be provided with an appropriate level of support. It is understood that those students who have experienced abuse in their own lives may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support. See Peer on Peer Abuse Annexe for detailed information.

Therefore, Conyers School will endeavour to support all its students through:

- The curriculum, to encourage self-esteem, self-motivation, self-protection.
- The school ethos, which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
- Approaches which allow children and young people to develop critical thinking, literacy skills and digital literacy skills.
- A curriculum which explores human rights, equality, democracy and tolerance and prepares children and young people fully for life in modern Britain.
- A curriculum where children develop personal resilience, understand and can take appropriate risks or have personal strategies/safety plans that allow them to manage their own safety both on and off line. This can include topics covered as part of Relationships and the Relationships and Sex Education and Health Education as well as Fundamental British Values and the SMSC Curriculum which cover harm, abuse, positive and healthy relationships and crime.
- A coherent management of Behaviour and Discipline Policy and Procedures inclusive of the Use of Reasonable Force.
- Liaison with other professionals and agencies who support children and parents
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so.
- The development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in all safeguarding situations.

Conyers School recognises that, statistically, children with behavioural difficulties and disabilities are the most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse. School staff must give consideration to children who are subject to a statement of special needs, an Education Health and Care Plan or have a medical condition as these can mask safeguarding issues and may often be attributed to the medical condition rather than that a child may be being harmed. Concerns such as changes in behaviour and presentation (both physical and mental) must be considered for each individual child and their own circumstances and must not be dismissed. Children with SEN are often more prone to peer group isolation than other children and there is greater potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs. Therefore, time must be taken to ensure that the full circumstances of any child who has additional needs and requires support around language and communication is shared at the point of referral to ensure the best possible outcome for the child is always achieved and their voice

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through any form of communication is always heard. To address these additional challenges, we provide extra pastoral support for children with SEN and disabilities in the form of a key worker.

Conyers School also recognises that in a home environment where there is domestic violence, drug or alcohol misuse or mental health issues children may also be vulnerable and in need of support and protection.

This policy **MUST** be read in conjunction with other related policies in school.

These include:

- **Robust School Recruitment and Selection policy** - inclusive of safer recruitment guidance and regulation for example a **Single Central Record** which demonstrates the pre-employment vetting checks for all staff (e.g. identity, professional qualifications, right to work in the UK, further checks on people who have lived or worked outside of the UK including recording checks for those EEA teacher sanctions and restrictions), for the workforce who are in regulatory activity (enhanced DBS, children's / adult barred list, prohibition from teaching Section 128 check for management positions) and supervision of those who do not meet this requirement.
- Clear recruitment procedures which embed keeping children safe across every aspect from vacancy to conditional appointments, induction and an ongoing culture of vigilance.
- Trained panel members who ensure that the policy works in practice in all recruitment and selection within the school.
- School Staffing (England) Regulations 2009, Regulation 9: requires governing bodies of maintained schools to ensure that at least one member of a recruitment panel must undertake safer recruitment training to satisfy all the requirements in statutory guidance in Keeping Children Safe in Education 2019 and Working Together 2015. At Conyers as an academy we share this commitment.
- Stockton School's Human Resources Manual - policies and procedures
- **Staff Behaviour Policy** (code of conduct) Safer Recruitment Consortium Guidance for Safer Working Practices for those working with Young People in education settings - May 2019. The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with young people and agree to work within all policies and procedures to safeguard both children and adults.
- The school will ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings being taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust)
- **Behaviour & Discipline Policy** - inclusive of the Use of Reasonable Force / positive handling and confiscating and searching.
- **Anti-Bullying Policy/ Online Bullying Policy.**
- **Online Safety Policy** inclusive of appropriate usage documentation (covering the use of mobile phones, cameras and all other technology within the school setting).
- **Inclusion & Special Education Needs Policy**
- **The Schools Educational Visits / Off Site Policy** (reviewed annually) reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking school trips, visits or students being creatively educated.
- **Peer on Peer / Child on Child Abuse Policy**
- **Photographic & Digital Imagery Policy** with parental consent forms annually signed.
- **Administration of Medicines Policy** and Procedures with trained staff who manage this.
- **Students with Medical Needs Policy** and implications for the workforce, students and partnership with parents
- **Attendance Management Policy**- school management for attendance and the partnership with the LA in reporting children missing from education and those deleted from the school's admission register. This includes the need for two emergency contact details for every student, where possible.
- **Missing Children Policy** - inclusive of runaways, missing and children missing from education, ensuring appropriate safeguarding responses.
- **Complaints Policy**
- **Allegation Management Policy**
- **Confidentiality and Whistleblowing Policy.**
- **Information Sharing Policy** (internal and external exchange of information)
- **Looked after Children Policy** inclusive of a named LAC teacher (Claire Pack) whose role is to champion the achievement of Children / Young People In Our Care - CYPIOC (LAC) in our school and work closely with the

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Designated Safeguarding Lead and the Virtual Headteacher within the LA who has responsibility for the Children / Young People In Our Care – CYPIOC (LAC).

- **Intimate Care and Care Plan Policy** – inclusive of procedure to support students who have an accident and either wet, soil or menstruate and need assistance.
- **Unaccompanied travel** to and from school procedure to ensure students safety.
- **Single Equality Scheme**
- **Spiritual, Moral, Social and Cultural Curriculum** inclusive of Female Genital Mutilation, Domestic abuse, Child Sexual Exploitation, Mental Health and Well-being and Fundamental British Values.
- **Relationship and Sex Education (RSE) Policy** inclusive Health Education content.

The template for this policy has been developed in partnership with members of CAPE (National Group of Education Leads for Safeguarding and Child Protection across the North West/East), Sunderland City Council Education Safeguarding Team remodelled and adapted it to suit local/regional need. Between 2014-2020 this template was again revised in partnership with Pam Gartland: Safeguarding First Ltd to provide a guidance tool for schools in light of the new statutory DfE guidance Keeping Children Safe in Education.

It has been informed by the following legislation and national & local guidance

Children Act 1989/2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

CP SAFER Referral Form

<https://www.hsscp.co.uk>

Data Protection Act 2018

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

DfE Statutory framework for the Early Years Foundation Stage (EYFS) 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

Education Act 2002 Section 175

[www.legislation.gov.uk/ukpga/2002/32/section/175](http://www.legislation.gov.uk/ukpga/2002/32/section/175)

Education (Independent School Standards) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/3283/schedule/made>

Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

Freedom of Information Act 2000

[http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga\\_20000036\\_en.pdf](http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf)

General Data Protection Regulations, 2018

[https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules\\_en](https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en)

Hartlepool and Stockton-on-Tees Safeguarding Children Partnership

<https://www.hsscp.co.uk>

Information Sharing: Advice for Practitioners providing safeguarding services

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Keeping Children Safe in Education 2020

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Non-Maintained Special Schools (England) Regulations 2015

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<http://www.legislation.gov.uk/uksi/2015/728/made>

Public Sector Equality Duty Guidance for Schools in England

<https://www.equalityhumanrights.com/en/publication-download/public-sector-equality-duty-guidance-schools-england>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

School Attendance: Guidance for schools

<https://www.gov.uk/government/publications/school-attendance>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

What to do if you are worried a child is being abused 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/what\\_to\\_do\\_if\\_you\\_are\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/what_to_do_if_you_are_worried_a_child_is_being_abused.pdf)

Working together to safeguard children HM GOV (2018)

[www.gov.uk/government/publications/working-together-to-safeguard-children- - 2](http://www.gov.uk/government/publications/working-together-to-safeguard-children-2)

This Policy will be reviewed annually or in light of any changes in legislation and/or guidance. This policy will be updated by our School at any time that local solutions such as front door services in social care or the LADO details change. This policy may also be amended following the annual review with staff where our School's procedures or practices may change following whole staff discussion or training to ensure it is the most effective policy in keeping our children safe.

This policy must be ratified by the governing body signed/dated by both the Headteacher and Chair of Conyers Local Governing Body's Care, Support & Guidance Committee.

Whole-School Policy: Child Protection

## Children and Young People

### Conyers School - Headteacher

**Signed:** L Spellman

**Date:** 1 September 2020

### Chair of the Conyers Local Governing Body's Care, Support & Guidance Committee

**Signed:** K Joyce

**Date:** 1 September 2020

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<b>Academic Year</b>	<b>Designated Safeguarding Lead</b>	<b>Named cover</b>	<b>Nominated Governor</b>
2016-17	Director of Care, Support & Guidance	Paul Plows	Chair of the Conyers Local Governing Body's Care, Support & Guidance Committee
2017-18	Director of Care, Support & Guidance	Paul Plows	Chair of the Conyers Local Governing Body's Care, Support & Guidance Committee
2018-19	Director of Care, Support & Guidance	Paul Plows	Chair of the Conyers Local Governing Body's Care, Support & Guidance Committee
2019-20	Director of Care, Support & Guidance	Paul Plows	Chair of the Conyers Local Governing Body's Care, Support & Guidance Committee
2020-21	Director of Care, Support & Guidance	Paul Plows	Chair of the Conyers Local Governing Body's Care, Support & Guidance Committee

<b>Review Date</b>	<b>Changes made</b>	<b>Ratification Date by Governing Body</b>
September 2016	updated	5/09/2016
November 2016	updated	2/11/2016
August 2017	updated	21/08/2017
September 2017	updated	08/09/2017
September 2018	updated	04/09/2018
September 2019	updated	02/09/2019
April 2020	updated	02/04/2020
July 2020	updated	6/07/2020
August 2020	Updated	01/09/2020

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## Appendix 1

Abuse or Safeguarding Issue	Link to Guidance/Advice	Source
Children & the court system	<a href="#">Advice for 5-11 year olds witnesses in criminal courts</a>	MoJ Advice
	<a href="#">Advice for 12-17 year olds witnesses in criminal courts</a>	MoJ Advice
	<a href="#">Child arrangements information tool</a>	
Children missing from education, home or care		
Children with family members in prison	<a href="#">National information centre on Children of Offenders</a>	Barnardo's in partnership with Her Majesty's Prison and Probation Service (HMPPS) Advice
Child Criminal Exploitation (CCE)		
Child Sexual Exploitation (CSE)	<a href="#">Child sexual exploitation: definition and guide for practitioners</a>	Department for Education
County Lines	<a href="#">Criminal exploitation of children and vulnerable adults: county lines</a>	Home Office
Domestic Abuse		
Operation Encompass	<a href="#">Operation Encompass Website</a>	
National Domestic Abuse Helpline	<a href="#">NSPCC – UK domestic-abuse Signs Symptoms Effects</a> <a href="#">Refuge – what is domestic violence/effects of domestic violence on children</a> <a href="#">SafeLives: Young people and domestic abuse</a>	
Homelessness	<a href="#">Homeless Reduction Act Factsheets</a> <a href="#">Homelessness Reduction Act: policy factsheets</a>	Ministry of Housing, Communities & Local Government
So-called 'honour-based' abuse (inc FGM & Forced Marriage)	<a href="#">Mandatory reporting of female genital mutilation procedural information</a> <a href="#">FGM Fact Sheet</a> <a href="#">Forced Marriage statutory guidance</a> <a href="#">Forced Marriage multi-agency guidelines</a>	Department for Education & Home Office
Preventing Radicalisation	<a href="#">Government's Counter Extremism Strategy</a> <a href="#">Revised Prevent Duty Guidance for England &amp; Wales</a> <a href="#">Terrorism Act 2000</a>	Home Office
The Prevent Duty	<a href="#">Prevent duty guidance: for England &amp; Wales</a> <a href="#">Prevent duty guidance: for further education institutions</a>	Home Office
Channel	<a href="#">Channel Guidance</a> <a href="#">Prevent Duty</a> <a href="#">Prevent awareness e-learning</a> <a href="#">Prevent referrals e-learning</a> <a href="#">Channel awareness e-learning</a> <a href="#">Educate Against Hate</a> <a href="#">Prevent for FE &amp; Training</a>	Home Office Home Office  Channel Awareness Educate Against Hate Education & Training Foundation
	Peer on peer/child on child abuse	
Sexual violence and sexual harassment between children in schools & colleges	<a href="#">Sexual Offences Act 2003</a> <a href="#">What is consent?</a> <a href="#">PSHE Teaching about consent</a> <a href="#">Project deSHAME</a> <a href="#">What to do if you're worried a child is being abused</a> <a href="#">Domestic abuse: Various Information /Guidance</a> <a href="#">Faith based abuse: National Action Plan</a> <a href="#">Relationship abuse: disrespect nobody</a>	Disrespect Nobody PSHE Association Childnet International DfE Home Office DfE Home Office
Bullying	<a href="#">Preventing and Tackling Bullying</a> <a href="#">Cyber bullying: advice for headteachers and school staff</a>	DfE DfE
Children missing from education, home or care	<a href="#">Children missing education</a> <a href="#">Child missing from home or care</a>	DfE DfE

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	<u>Children and adults missing strategy</u>	Home Office
Children with family members in prison	<u>National Information Centre on Children of Offenders</u>	Barnardo's & HM Prison & Probation Service
Child Exploitation	<u>Trafficking: safeguarding children</u>	DfE & Home Office
Drugs	<u>Drugs: advice for schools</u> <u>Drug strategy 2017</u> <u>Information and advice on drugs</u> <u>ADEPIS platform sharing information and resources for schools: covering drug (&amp; alcohol) prevention</u>	DfE & ACPO DfE & ACPO Talk to Frank Mentor UK
'Honour Based Abuse' (so called)	<u>Female genital mutilation: information and resources</u> <u>Female genital mutilation: multi agency statutory guidance</u>	Home Office DfE, DH & Home Office
Health and Well-being	<u>Fabricated or induced illness: safeguarding children</u> <u>Rise Above: Free PSHE resources on health, wellbeing and resilience</u> <u>Medical-conditions: supporting pupils at school</u> <u>Mental health &amp; behaviour</u>	DfE, DH & Home Office Public Health England  DfE DfE
Homelessness	<u>Homelessness: How local authorities should exercise their functions</u>	Ministry of Housing, Communities & Local Government
Online	<u>Sexting: responding to incidents and safeguarding children</u>	UK Council for Internet Safety
Private fostering	<u>Private fostering: local authorities</u>	DfE
Radicalisation	<u>Prevent duty guidance</u> <u>Prevent duty: additional advice for schools</u> <u>Educate Against Hate website</u> <u>Prevent for FE &amp; Training</u>	Home Office DfE DfE & Home Office Education and Training Foundation
Upskirting	<u>Upskirting know your rights</u>	UK Government
Violence	<u>Gangs and youth violence: for schools &amp; colleges</u> <u>Ending violence against women and girls 2016-3030 strategy</u> <u>Violence against women and girls: national statement of expectations for victims</u> <u>Sexual violence and sexual harassment between children in schools and colleges</u> <u>Serious violence strategy</u>	Home Office Home Office  Home Office  DfE Home Office

**Appendix 2:**

**Designated Safeguarding Lead (See Annex B, KCSIE 2020, page 97-101)**

- To have a sound knowledge of, and to respond in accordance with, Tees Local Safeguarding Children Board procedures.
- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support advice, expertise, co-ordination within the educational establishments when receiving welfare concerns/suspicion of child abuse and deciding whether to make a referral by liaising with relevant agencies.
- Ensure that all staff report any welfare concerns/suspicion of child abuse to the Designated Safeguarding Lead or cover nominated deputy in their absence (liaison with Headteacher is essential if this person does not hold this key responsibility).
- Encourage a culture of listening to children and taking account of their wishes and feelings in order to protect them.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Make referrals of all cases of suspected child abuse to the Hartlepool and Stockton Children's Hub (Tel 01429 284284)
- Make referrals to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child)
- Make referrals to the police (cases where a crime may have been committed)
- Liaise with other agencies and co-ordinate the **most appropriate school representative** to attend/contribute at child protection meetings.
- Monitor the transfer of students, alerting the Local Authority Attendance Team of any concerns immediately. Maintain contact with other relevant schools where there is more than one child in the family.
- When children leave the establishment ensure child protection files are transferred to the new establishment as soon as possible separately from main school files. A receipt must be returned to the forwarding school and kept until the child's 25<sup>th</sup> birthday.
- Be able to keep detailed accurate secure written records of referrals/concerns.
- Receive appropriate training every 2 years to:
  - Understand the assessment process for providing early help and intervention.
  - Have working knowledge of CP conferences and reviews are able to attend and effectively contribute.
  - Ensure the whole workforce understands the Child Protection Policy in practice and their new role within this.
  - Attendance at safeguarding lead termly briefings/or alternative CPD.
- Ensure all staff has induction training covering safeguarding/child protection and are able to recognise and report any concerns immediately as they arise.
- Ensure each member of staff has access to and understands the School's suite of safeguarding policies particularly the Child Protection Policy and the Staff Behaviour Policy, especially new or part-time staff who may work with different establishments.
- Be aware of all school excursions and residential and clarify with the Educational Visit Co-ordinator/group leader(s) their role and responsibility in connection with safeguarding/child protection.
- Ensure a whole school policy about managing behaviour and discipline including the use of reasonable force, is in place.
- Ensure an effective whole school policy against bullying/cyber-bullying inclusive of measures to prevent all forms of bullying among pupils, is in place.
- Ensure the Child Protection Policy is updated and revised annually and work with Governing Bodies/proprietors regarding this.
- Ensure the whole workforce read Part 1 of Keeping Children Safe in Education and are clear of their role in your school.
- Ensure the Child Protection Policy is publicised on your school website. The policy alerts them to the fact that referrals about suspected abuse or neglect may be made and the schools/colleges role in this.

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## Appendix 3 Essential Contacts

Name and role:	Address, telephone and email address
Paul Plows Designated Safeguarding Lead	Green Lane, Yarm, TS15 9ET 01642 783253 <a href="mailto:conyers@conyers.org.uk">conyers@conyers.org.uk</a>
Louise Spellman Headteacher	Green Lane, Yarm, TS15 9ET 01642 783253 <a href="mailto:conyers@conyers.org.uk">conyers@conyers.org.uk</a>
Chair of Local Governing Body's Care, Support & Guidance Committee Nominated Governor	Green Lane, Yarm, TS15 9ET 01642 783253 <a href="mailto:conyers@conyers.org.uk">conyers@conyers.org.uk</a>
Helen Guy Deputy Designated Safeguarding Lead	Green Lane, Yarm, TS15 9ET 01642 783253 <a href="mailto:conyers@conyers.org.uk">conyers@conyers.org.uk</a>
Designated Officer	The Hartlepool and Stockton Children's Hub 01429 284284 <a href="mailto:childrenshub@hartlepool.gov.uk">childrenshub@hartlepool.gov.uk</a>
The Hartlepool and Stockton Children's Hub	01429 284284
Hartlepool and Stockton on Tees Safeguarding Children Partnership (HSSCP)	The Hartlepool and Stockton Children's Hub 01429 284284 <a href="mailto:childrenshub@hartlepool.gov.uk">childrenshub@hartlepool.gov.uk</a>
Local Authority Legal Services	01642 526507
Local Authority Human Resources	01642 526952
First Contact Children's Social Care	01642 527764 <a href="mailto:firstcontactchildren@stockton.gov.uk">firstcontactchildren@stockton.gov.uk</a>
Out of Hours Duty Team	08702 402994
Senior Nurse Child Protection Health Authority	01642 704300
CAMHS	01642 368400
Police Child Protection Unit	01642 326326
Criminal Records Bureau	08709 090811 <a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
NSPCC Helpline	0808 800 500 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> / <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

How it will be monitored: Reporting incidents	By Whom: Pastoral Managers Key Stage Leaders Executive Team
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Review Date: Annually, November	Review Assigned to: Designated Safeguarding Lead: Paul Plows (Director of Care, Support & Guidance) Deputy Designated Safeguarding Lead: Helen Guy (Pastoral Manager) Conyers Local Governing Body's Care, Support & Guidance Committee
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