



Glendower Preparatory School

Safeguarding Children Policy (Child Protection Policy)

2025 - 26

Reviewed: September 2025
Next Review: September 2026

Reviewed and updated by: K. Ehiyebo (Deputy Head Pastoral and Designated Safeguarding Lead)

In discussion with: C. Boyd (Headmistress)

To be reviewed in September 2026, when a further review will be carried out by the governing body.

Approved and ratified by the Governors after being supplied with the school's child protection policies and procedures and reviewing the efficiency with which the related duties have been discharged.

This policy also provides for those children in the EYFS.

This policy is available for parents to view on the school website.

TRAINING OF DESIGNATED PERSONS	Date
K.Ehilebo Deputy Head Pastoral (Designated Safeguarding Lead and person responsible for Prevent)	September 2025
A.Gupta Head of Pre Prep (Deputy Designated Safeguarding Lead)	September 2025
L. Russell Head of Early Years (Deputy Designated Safeguarding Lead and EYFS Safeguarding Lead)	September 2025
S. Dennis SENDCO (Deputy Designated Safeguarding Lead)	October 2023
L. Rodgers Senior Deputy Head (Deputy Designated Safeguarding Lead)	April 2024
C. Boyd (Headmistress)	November 2023
J. Richards (Safeguarding Governor)	September 2025

TRAINING FOR ALL STAFF	
Update to all staff by Elizabeth Spearman (Hammersmith and Fulham Head of ACE and Admissions) on KCSIE 2018 changes	Sept 2018
Update to all staff by S. Maher Online Quiz in conjunction with Veale Wasbrough Vizards (VWV): <ul style="list-style-type: none"> KCSIE 2019 Part 1 and Annex A 	Sept 2019
Update to all staff by D.Sweeny Online quiz in conjunction with Veale Wasbrough Vizards (VWV): <ul style="list-style-type: none"> KCSIE 2020 Part 1 Update 	Sept 2020
Prevent Training for all staff by Tina Bencik of RBKC (Prevent Coordinator)	Jan 2021
Basic Safeguarding Awareness Training for all staff by Helen Bryant of Kidscape	Sept 2021
Code of Conduct (Safer Practice) Training for all staff by Paul James of Barabarani	Sept 2022
Update to all staff by K Ehilebo <ul style="list-style-type: none"> KCSIE 2022 Part 1 Update Prevent Training for all staff by K Ehilebo <ul style="list-style-type: none"> Online refresher course 	Jan 2023
Update of KCSIE 2023 to all staff and Governor Libby Bassett by Paul James of Barabarani	Sept 2023
Prevent Duty Certificate- Online National College	Feb 2024

Prevent Duty Refresher- Led by Simone Torry RBKC Prevent Duty Education officer	April 2024
Safeguarding Updates for all staff by Sharon Hand at Safeguarding Network	September 2024
Safeguarding Updates for all staff by Sarah Cook (Judicium)	September 2025

This policy should be read in conjunction with the school's following policies and documents, and these can be made available to parents on request:

- EYFS Policy
- Safer Recruitment Policy
- Behaviour for Learning Policy
- Anti-Bullying Policy
- Acceptable User and Information Security Policy for Staff
- Taking, Using and Storing Images of Children Policy
- Staff Induction Policy
- Staff Performance and Dealing with Capability Issues Policy
- Staff Code of Conduct: Promoting Safe Practice
- Teachers' Standards
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- SEND Policy

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GLENDOWER SAFEGUARDING AND CHILD PROTECTION POLICY

INTRODUCTION

Our school and its staff form part of the wider safeguarding system for children. The school will safeguard and promote the welfare of children who are pupils at the school, in compliance with the following guidance:

- *Keeping Children Safe in Education: Statutory guidance for schools and colleges* (DfE, September 2025)
- *Early years foundation stage statutory framework* (September 2025)
- *Safeguarding children and protecting professionals in early years settings: online safety considerations* (February 2019)
- *Working Together to Safeguard Children* (HM Government, December 2023)
- *Keeping Children Safe in Education: Statutory guidance for schools and colleges* (DfE, September 2023)
- *Information Sharing* (HM Government, May 2024)
- *What to do if you are worried a child is being abused* (HM Government, March 2015)
- *The Prevent duty: Departmental advice for schools and childcare providers* (DfE, June 2015)
- *Revised Prevent Duty Guidance for England and Wales* (DfE, 2023)
- *Channel Duty Guidance* (HM Government, April 2015)
- *The use of social media for on-line radicalisation* (DfE, July 2015)
- *Disqualification under the Childcare Act 2006* (DfE, Aug 2018)
- *Mental Health and Behaviour in Schools* (DfE, November 2018)
- *Counselling in Schools: A Blueprint for the Future* (DfE, February 2016)
- *Children Missing Education* (DfE, Sept 2016)
- *School Attendance* (DfE, August 2020)
- *DfE guidance relating to COVID19*
- *Sexual Violence and Sexual Harassment Between Children In Schools and Colleges* (DfE, September 2021)

At Glendower we recognise that safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, we make sure that our approach is child-centred. This means that we consider, at all times, what is in the **best interests** of any child in our care. Our school community has a duty to safeguard and promote the welfare of our pupils. This means that we have a Safeguarding and Child Protection policy and procedures in place which we refer to in our parent contract. All staff including our volunteers, visiting teachers and supply staff are fully aware of our procedures. Parents and carers are welcome to read these on request.

This policy is used in accordance with locally agreed inter-agency procedures and specifically in accordance with the Local Safeguarding Partners. The Local Safeguarding Partners are the Royal Borough of Kensington and Chelsea; the Central West Basic Command Unit (Police) and Clinical Commissioning Groups. In consultation with relevant partner agencies, they have agreed their new multi-agency safeguarding arrangements as set out in the Children and Social Work Act (2017), in order to take forward the work of the previous Local Safeguarding Children Board (LSCB).

The local safeguarding partnership and child death review partner arrangements are in place at RBKC. Under the new legislation, the Local Safeguarding Partners must make arrangements to work together with relevant agencies (as they consider appropriate) to safeguard and protect the welfare of children in the area.

At times, we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first, unless such a discussion would place the child at risk of significant harm.

Our Designated Safeguarding Lead (referred to throughout as the DSL) is the Deputy Head Pastoral, Kemi Ehilebo. See Appendix 1 for the updated 'Role of the Designated Safeguarding Lead'.

In her absence, the Designated Deputy Safeguarding Leads are Laura Rodgers, Senior Deputy Head, Lucy Russell, Head of Early Years, Aneta Gupta, Head of Pre-prep, and Sarah Dennis, SENDCo.

If you have any concern that a child may be being abused, it is vital that you discuss this immediately with the DSL, giving her your written record using CPOMS.

RATIONALE

The school is a key front-line player, working in partnership with other children services, in accordance with locally agreed inter-agency procedures under the guidance of the Royal Borough of Kensington & Chelsea, and staff should always be mindful of local policies and procedures, that must be followed, and which are under the direction of the local safeguarding partners.

Glendower operates safer recruiting procedures including DBS checks and compliance with the Independent Schools Standards Regulations. The Headmistress, Senior Deputy Head, DSL, Head EYFS and Nursery, HR and Account Manager hold certificates in safer recruitment.

The school recognises that safeguarding covers much more than child protection.

In line with *Keeping Children Safe in Education* 2025, we define safeguarding as:

"Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes"

Everyone employed at our school has a responsibility in relation to safeguarding and promoting the welfare of children. In most cases this will be referral of concerns to the DSL. In day-to-day contact with children at risk, we have the opportunity to note concerns and to meet with parents and other associated adults, where this is appropriate.

This policy aims to outline the role that the school will have, the procedures that staff should follow and guidance on issues related to safeguarding and child protection generally. It is not exhaustive.

All staff should put the needs and safety of the child as being at the centre of any decision they may need to take. We expect all staff in our school to demonstrate consistently high standards of personal and professional conduct, having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions. As such, we expect our staff to follow our 'Code of Conduct: Promoting Safe Practice' (see separate document) and the 'Teachers' Standards' as laid down by the DfE July 2011 (and updated in 2012) (See appendix 3).

AIMS

- To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse
- To provide a systematic means of monitoring, recording, and reporting of concerns and cases
- To provide guidance on recognising and reporting suspected child abuse

STAFF TRAINING

In accordance with DfE guidelines, the DSL and Deputy DSLs should receive advanced training in child protection and inter-agency work every 2 years. This includes training in local inter-agency

working protocols, participation in child protection case conferences, supporting children in need, record keeping, promoting a culture of listening to children, identifying children at risk of radicalisation and training in the safeguarding partners' approach to Prevent duties, training also includes an understanding of the expectations applicable roles and responsibilities in relation to filtering and monitoring. In addition to this formal training, their knowledge and skills should be updated, (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role.

At Glendower, we recognise our statutory duty to ensure that mechanisms are in place to assist all our staff members to understand and discharge their role and responsibilities as set out in Part 1 and Annex B of KCSIE (DfE September 2025). Our staff members receive appropriate training in safeguarding and child protection matters which is regularly updated on at least an annual basis in line with our safeguarding partners' guidance and recommendations. In addition, the DSL disseminates to all staff safeguarding and child protection updates (via email, half termly e-bulletins and verbally in staff meetings as required) to provide staff with the relevant skills and knowledge to safeguard children effectively. In line with the Prevent strategy, the school works in partnership with our local partners and our local Prevent education officer, to ensure that all staff have training to give them knowledge and confidence to identify children at risk of being drawn into terrorism, to challenge extremist ideas and to know how to refer our children for further help if required. All staff received training in the Prevent strategy from the RBKC and Hammersmith and Fulham's Prevent Schools' officer on 16th April 2024. In order for staff to keep up to date with Prevent Duty Guidance, the RBKC and Hammersmith and Fulham's Prevent School's officer will be asked to speak to staff on a four-year cycle. New staff are advised to complete Prevent duty training via gov.uk site and the National College.

Staff who join the school between the training sessions are given one-to-one guidance on the school's safeguarding procedures and child protection policy. As part of their induction, new staff are informed of the name and role of the DSL and given a copy of the staff code of conduct, staff handbook and employee handbook which includes guidance on the protection offered to all staff under the school's Whistleblowing Policy and procedures. They are also given Part 1 and Annex B of KCSIE 2025 as part of our induction procedures and confirm that they have read and understood this. This occurs on or before their first day of joining the school. All part-time, gap students, after-school club leaders, peripatetic music teachers, therapists and voluntary staff are made fully aware of the safeguarding arrangements which are in place.

Parent volunteers who may assist from time to time on school trips are informed of our safeguarding and child protection procedures during a meeting which is led by the Headmistress or DSL each year. Parents are to attend the meeting before they are permitted to accompany any trips. If any deficiencies or weaknesses are found in our arrangements, they will be remedied without delay.

EARLY HELP

Our staff are particularly important as they are in a position to identify concerns early, provide help for children and prevent concerns from escalating. We recognise that all staff should be prepared to identify children who may benefit from early help. The KCSIE (September 2025) describes early help as providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. Our staff are aware of the early help process. In the first instance they should discuss early help requirements with the DSL. They may also need to share information with other professionals to support early identification and assessment, and, in some cases, acting as the lead professional in undertaking an early help assessment. All staff have a responsibility to provide a safe environment in which children can learn.

WHISTLEBLOWING

Glendower promotes a culture of safety and raising concerns. We value our staff and pupils and wish to encourage reflective practice. We encourage all staff and volunteers to feel able to raise concerns

about poor and unsafe practice and potential failures in our school's safeguarding regime and undertake that such concerns will be taken seriously by the senior leadership team.

There are two levels of allegation/concern:

1. Allegations that may meet the harms threshold.
2. Allegation/concerns that do not meet the harms threshold – referred to as 'low level concerns'. This does not mean that they are insignificant but that they do not reach the harms threshold.

We recognise the importance of transparency and accountability in relation to how concerns are received and handled. No employee will suffer a detriment for speaking up if they believe that something is wrong. All concerns, both meeting the threshold and not, will be recorded on the Low-Level Log. A "whistleblower" is someone who discovers something that is wrong and alerts his employer or the relevant authorities to what is going on. The law protects whistleblowers from their employer subjecting them to detriment or dismissal by reason of their having "blown the whistle" and from detrimental treatment by their colleagues. The school has a comprehensive whistleblowing policy contained in our Employee Handbook, issued to staff at the time of their induction upon their employment with the school. The Whistleblowing Policy gives staff clear guidance and procedures for reporting and handling concerns, including about poor or unsafe practice and potential failures in the school's safeguarding regime and provision for mediation and dispute resolution where necessary. Where a staff member feels unable to raise an issue with the school or feels that their concerns are genuinely not being addressed, other whistleblowing channels may be open to them. General guidance can be found at <https://www.gov.uk/whistleblowing> or they can use the NSPCC whistleblowing helpline (Tel: 0800 028 0285 – line is available from 8:00am-8:00pm, Monday to Friday and email: help@nspcc.org.uk).

RESPONSIBILITIES

DESIGNATED SAFEGUARDING LEAD

Kemi Ehilebo is the Designated Safeguarding Lead (DSL). She is also the person responsible for Prevent. The DSL takes lead responsibility for all aspects of safeguarding and child protection. The Deputy DSLs are Laura Rodgers (Senior Deputy Head), Aneta Gupta, (Head of Pre Prep), Lucy Russell (Head of Early Years and Nursery) and Sarah Dennis (SENDCo).

In the absence of the DSL, staff should approach one of the Deputy DSLs if they have any safeguarding concerns about a child. Should staff need to report any safeguarding concerns out of hours/out of term time, then they should use the mobile phone number of the DSL on 0300 124 5235, which all staff have been provided with. If for any reason they are unable to contact her, then they should get in touch with the Headmistress via school email.

The nominated governor for child protection issues, including Prevent, is Juliet Richards. As outlined later in the policy, any allegations made against teachers or other staff should be reported directly to the Headmistress. In the event of there being allegations brought against the Headmistress, they should be brought to the attention of the Chair of Governors, Libby Bassett.

In case of suspected serious harm, the police will be informed at the outset.

The DSL (supported by the staff named above) is responsible for:

- Co-ordinating action within the school and liaising with Social Services Departments over cases of abuse and suspected abuse in accordance with the local safeguarding partners' procedures
- Acting as a source of advice within the school, including providing advice and support to members of staff on protecting children from the risk of radicalisation (Prevent Duty) and working with staff to help them understand when it is appropriate to make a referral to the Channel programme

- Ensuring that staff are familiar with the policy and procedures
- Understanding and implementing the filtering and monitoring systems and processes in place in the school.
- Ensuring the school has clear procedures in place for protecting children at risk of radicalisation
- Keeping detailed, accurate, secure written records of concerns and referrals
- Referring individual cases of suspected abuse
- Liaising and working with agencies about individual cases in line with *Working Together to Safeguard Children*, December 2023
- Organising training on child protection within school
- Record-keeping
- Holding information on which children have a social worker so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes
- Accessing and disseminating a range of advice to help identify children in need of additional mental health support
- Helping to 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 and college leadership staff
- 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

Where verbal referrals are made to the child's local social services department, the referral should be confirmed in writing within 24 hours. Where there is uncertainty about making a full referral, advice can still be sought from the social services department without giving the child's details.

(A detailed breakdown of the DSL and DDSL's roles and responsibilities can be found in Appendix 1.)

GOVERNORS

The school recognises that its governing body must comply with its duties under legislation regarding safeguarding and ensure that the school's policies, procedures and training are effective and comply with the law at all times. The school recognises that it must check if a person they propose to recruit as a governor is barred as a result of being subject to a section 128 direction. To this end, the governing body at Glendower Prep School has appointed a named governor, Juliet Richards, to have specific responsibility for overseeing the school's safeguarding policies and provide a legislative and strategic function on procedures and practices (including duties under the Prevent Strategy).

Duties

The named governor for safeguarding and child protection will:

- Be familiar with the Royal Borough of Kensington and Chelsea safeguarding partners' guidance and policy relating to safeguarding and child protection and associated issues
- Attend appropriate training
- Champion safeguarding and child protection issues within the school
- Understanding the filtering and monitoring systems and processes in place in the school.
- Encourage other members of the governing body to develop their understanding of the governing body's responsibilities with regards to child protection, and assist them to perform their functions in respect of safeguarding children and young people
- Ensure that the governing body puts in place a suitable safeguarding and child protection policy and associated procedures, including those for protecting children at risk of radicalisation and that this is reviewed on an annual basis
- Monitor the school's procedures and approach to safeguarding and child protection, by visiting the school each term and meeting with the DSL to discuss and review these procedures. During this visit the governor will ascertain how the policy is known in practice by

talking to at least 2 members of staff (both teaching and non-teaching) to see if they know who to go to in the case of suspected abuse and what they would do, including comments they might make to the child. The review of these procedures will be reported to the full governing body and the minutes sufficiently detailed to demonstrate the breadth and depth of the review

- To contribute to ensuring any deficiencies in the school's safeguarding practices are addressed which may be brought to the governor's attention by a member of school staff, a parent, an officer of the local authority or from any other source
- Ensure that the DSL is part of the school's leadership team, and has sufficient time and resources at her/his disposal to carry out her/his duties effectively
- Ensure that a deputy DSL is identified
- Ensure that the DSL and her/his deputy receive 'level 3' training every 2 years
- Ensure that the DSL and DDSL's job description is reviewed and agreed regularly
- Ensure that ALL staff, including lunch time supervisors, clerical staff and other ancillary staff receive 'level 1' training in safeguarding and child protection every 3 years
- Check arrangements are in place for the inclusion of child protection procedures in an induction programme for all people working in the school, no matter for how long, nor the status of that individual
- Check arrangements to ensure safer recruitment procedures and appropriate checks on new staff and volunteers
- Ensure that open references (e.g. "To whom it may concern") are not accepted, and references from family members are also not permitted, and that references must come from the applicant's current employer, training provider or education setting, and be completed by a senior person with appropriate authority
- Monitor the number of pupils currently subject to a Child Protection Plan. Details of names will not be provided to maintain confidentiality
- Review the PSHEE schemes of work and assembly programme to ensure children are helped through the curriculum to adjust their behaviours in order to reduce risks (including e-safety) and that this is age appropriate
- Ensure that staff have the skills, knowledge and understanding necessary to keep children safe who are looked after by the local authority, if the school has such children on roll. This includes checking that the DSL takes responsibility for their welfare and progress by having up-to-date assessment information from the relevant local authority and the most recent care plan and contact arrangements with parents, and delegated authority to carers
- Compile a joint annual report with the DSL, which is given to the governing body regarding the implementation of the school's safeguarding and child protection policy and procedures which includes arrangements for ensuring that the school's safeguarding and child protection policy is communicated to, and implemented by, all staff.

TEACHING STAFF AND SUPPORT STAFF

New teachers and supply staff are informed of the main points of this child protection policy during their induction process. They are also asked to read and confirm Part 1 and Annex B of KCSIE 2025. All staff need to be alert to the signs of abuse as detailed in this policy. They should report any concerns immediately, where possible to the DSL or deputies. If in any doubt they should consult with the DSL. Concerns about teachers or staff should be reported to the Headmistress as outlined later in this policy.

Apply the procedures detailed below for responding to a suspected case:

- You cannot promise confidentiality
- Information should only be shared with those who need to know
- It is important to stay calm and reassuring
- The needs and safety of the child must always come first
- Avoid the use of leading questions when discussing an incident with a child
- When in doubt – ask the DSL

Disqualification under the Childcare Act

The Childcare (Disqualification) Regulations 2009 (“the 2009 Regulations”) are made under section 75 of the Childcare Act 2006 (“the 2006 Act”) and set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the Act. Section 76(2) of the 2006 Act, provides that a person who is disqualified under the 2009 Regulations may not provide relevant childcare provision or be directly concerned in the management of such provision. Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the following settings:

if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child’s fifth birthday i.e., up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare. This includes:

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before-school settings, such as breakfast clubs, and after-school provision.

Where the school uses staff from any agency, or third-party organisation, it will undertake to confirm with them that the agency or organisation providing the staff has informed these staff that they will be committing an offence if they are deployed to work in relevant childcare, or are directly concerned in the management of such provision, if they are disqualified under the 2009 Regulations – including that the provider requests that their staff inform them if they consider that they could be disqualified under the legislation.

Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation and are covered by this guidance.

People who are not involved in childcare are not within the remit of these regulations, for example caretakers, cleaners, catering staff and drivers. Here at Glendower our Nurse and office staff are included in the regulations, since they are frequently involved in the delivery of first aid to pupils across all year groups. Health care providers such as speech and language therapists and educational psychologists who occasionally visit our pupils in school are specifically excluded from the statutory definition of childcare and are therefore not covered by the legislation.

An employer commits an offence if they contravene section 76(3) except if they prove that they did not know, and had no reasonable grounds for believing, that the person they employed was disqualified.

Disqualification Criteria

The criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below:

- inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations

- being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom

A detailed list of relevant offences mentioned in Regulation 4 of the Childcare (disqualification) Regulations 2009 that will lead to disqualification can be found on the All Staff SharePoint in the Safeguarding folder as cited in Table A on pages 4- 15 of the DfE's 2018 guidance 'Disqualification under the Childcare Act 2006'.

Prohibition from Teaching Check

In accordance with the latest legislation (Independent Schools Standards Guidance, April 2019), the school will make an online pre-recruitment check with the Teaching Regulation Agency (TRA) via 'Employer Access' to view the record of anyone to be employed as a teacher (whether qualified or not) to ensure that:

- An active restriction does not apply
- The teacher is not prohibited from teaching
- The teacher is not the subject of a current suspension or conditional order
- The teacher has not failed to successfully complete their induction period

Section 128 Direction

A section 128 direction prohibits or restricts a person from taking part in any management of an independent school as an employee or a governor. For those engaged in such management roles (for example as a member of the school's Senior Leadership Team and/or on the board of governors), the school will undertake this additional check using the Teacher Services' System to ensure the relevant individual is not prohibited under section 128 provisions.

Documentation relating to the relevant checks will be recorded in the Single Central Register. Please refer to the 'Safer Recruitment Policy' for further details.

NON-TEACHING STAFF

Non-teaching staff may also be approached by children or have concerns. They should follow the same procedure as teaching staff in seeking referral at the earliest opportunity to the DSL or Deputy DSL where appropriate, or if about a teacher or staff member as this policy provides below.

CHANGES IN CIRCUMSTANCES

It is the responsibility and duty of staff affected by the legislation to inform the Headmistress at any time during the duration of their employment at the school, if their circumstances change which may mean they could be disqualified. Failure to do so may result in disciplinary procedures being taken.

All staff are regularly reminded of their duties to disclose the relevant information and are required to complete the staff suitability declaration form on an annual basis.

ONLINE SAFETY

We recognise that the use of technology has become a significant component of many safeguarding issues, including child-on-child abuse. We recognise that children need to be safeguarded from potentially harmful and inappropriate online material and the school's role within this. To address this, our school strives to:

- Have clear procedures in place to ensure the online safety of all staff and students
- Educate the school community in the safe and responsible use of online technology including online safety safeguarding harms *misinformation, disinformation, and conspiracy theories*.
- Set clear expectations for the use of online technology, including mobile phones

Our approach to online safety is framed by four main areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams

To address the risks above, as a school we will:

- Teach students about online safety through computing and PSHE lessons and other relevant subjects
- Inform parents about what their child is being asked to do online by the school
- Train all staff on online safety, including filtering and monitoring
- Train all staff in online safety, including at induction

We have clear guidance for our school community on acceptable use of technology and the use of mobile phones and smart technology, and our behaviour policy and staff code of conduct aligns with this. This includes our acceptable use policy on the use of mobile phones and smart technology.

- Pupils are not allowed to have mobile phones or tablets in school, with the exception of Y6, after written permission has been submitted to the office staff and circulated to teachers. All phones must be left in the school office and collected at the end of the school day. Pupils may bring a Kindl for reading (without internet access).

All pupils and their parents sign an ICT home-school agreement at the beginning of each new academic year which, for Prep School girls, is incorporated into their pupil planner. The school holds regular assemblies and events on e-safety to raise awareness, and this also forms an important element of ICT lessons.

All staff receive training and updates on online safety, and this forms an integral and considered part of the school's overarching approach to safeguarding.

As part of the induction process, all staff are familiarised with the school's policies which set out clearly the school's approach to online safety, the use of technology in school, staff use of social media and the mechanisms in place to identify, intervene and escalate any incident where appropriate. These policies are reviewed on a regular basis.

Filtering and monitoring

The filtering and monitoring system we use is content keeper. This filters and monitors for blocked keywords and blocked websites daily. This covers our school network and all school devices.

The DSL has lead responsibility for understanding the filtering and monitoring systems and processes in place. The DSL and deputies monitor the effectiveness of this system through daily reports generated via Content Keeper.

The school takes care to not 'over block' content so that there are not unreasonable restrictions on what students can be taught regarding online safety.

The processes we have in place have been informed by our risk assessment as required by the Prevent Duty.

The DfE has published filtering and monitoring standards which set out that schools should:

- Identify and assign roles and responsibilities to manage filtering and monitoring systems
- Review filtering and monitoring provision at least annually
- Block harmful and inappropriate content without reasonable impacting teaching and learning
- Have effective monitoring strategies in place that meet their safeguarding needs

When the filtering and monitoring system detects concerning usage, we will record this on CPOMS and take appropriate action, including a referral to children's social care when necessary.

LOOKED AFTER CHILDREN

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The school undertakes to ensure staff have the skills, knowledge and understanding necessary to keep looked after children safe. In particular, the school will provide appropriate staff with the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after her. The DSL will ensure she has details of the child's social worker and the name of the virtual school head in the authority that looks after the child. The DSL will act as the designated teacher for any looked after children and liaise with the virtual school head to discuss how best to support their individual progress and meet the needs identified in the child's personal education plan.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. The school recognises that the additional barriers which exist when recognising abuse and neglect in this group of children may include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs
- communication barriers and difficulties in overcoming these barriers

In order to overcome these additional barriers, the school will work closely with the SENDCo to develop appropriate resources to ensure any SEND pupils receive suitably differentiated materials to teach them about safeguarding, appoint a key worker (such as the SENDCo or form teacher) to support SEND pupils and maintain strong channels of communication with all staff the pupil has contact with, ensure SEND pupils have time and space and appropriate support to share their thoughts and feelings if any safeguarding concerns are raised. Our SENDCo is a deputy designated safeguarding lead.

GUIDANCE ON RECOGNISING SUSPECTED ABUSE

Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (e.g., via the internet). They may be abused by an adult or adults or another child or children. Behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger. **Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

KCSIE splits abuse into four main categories:

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

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.

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, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

BULLYING AND CHILD ON CHILD ABUSE

Bullying can be defined as using deliberately hurtful behaviour, usually over a period of time, where it is difficult for those bullied to defend themselves. The four main types of bullying are:

- Bullying (physical, verbal, emotional and cyber bullying)
- Sexual violence and sexual harassment
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos
- Initiation/hazing type violence and rituals

All incidents of bullying should be dealt with by the class teacher in the first instance, followed by the Deputy Head Pastoral and the Headmistress as appropriate. A more detailed guide can be found in the school's anti-bullying policy. Where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm because of abuse by one or more pupils against another pupil, then the teacher or member of staff should alert the DSL. This could be a result of bullying (including cyber-bullying) but is not limited to this alone and may also include gender-based violence/ sexual assaults and sexting.

At Glendower, there is a 'zero-tolerance' approach to child on child abuse and it should never be tolerated or passed off as 'banter' or 'part of growing up'. The school recognises that in cases of child on child abuse that all the children involved, whether perpetrator or victim, are treated as being "at risk" and will act accordingly to safeguard their welfare. Actions include educating pupils to recognise

the signs of this type of abuse and the systems in place to report it, as well as giving support and counselling to both the victim and perpetrator – working in partnership with their parents/ carer.

Upskirting is a criminal offence. “Upskirting” typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

Although this harassment is known as “upskirting”, people of any gender can be victims. Photos can be taken under any item of clothing including shorts and trousers.

SELF HARM

If it comes to the attention of a teacher/member of staff that a child is self-harming, they should alert the DSL. Actions by the DSL might include:

- Contacting parents
- Contacting Child Adolescent Mental Health Services
- Contacting Social Care if the child meets the referral criteria

MISSING CHILDREN & CHILD ABSENCES

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation or it may trigger Prevent concerns.

The School's Attendance Policy is shared with parents and/or carers. This includes expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time.

Staff should treat prolonged or repeated absence, or particular patterns of absence, with no satisfactory explanation, as a potential safeguarding issue and refer their concerns to the DSL accordingly. Consideration is given to the child’s vulnerability, parent’s and/or carer’s vulnerability and their home life. The School will initially contact the child’s parents and/or carers and alternative emergency contacts.

The school will inform Filiz Bayram, Children Missing Education and Elective Home Education Officer on 020 7745 6448 | fbayram@westminster.gov.uk of any pupil who fails to attend school regularly or has been absent without the school’s permission for a continuous period of 10 days or more sessions, which is 5 days. A police welfare check may also be requested. In accordance with the law, the school ensures all pupils are placed on the admissions and attendance register and maintains these records scrupulously.

The school undertakes to inform the local authority of any pupil who is going to be removed from the admission register where the pupil has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education; has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered; has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither she nor her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age; are in custody for a period of more than four months due to a final court order and the Headmistress does not reasonably believe they will be returning to the school at the end of that period; or, have been permanently excluded.

The school will also undertake to notify the local authority when they remove or add a pupil’s name to the admissions register at non-standard transmissions i.e., where a compulsory school aged child leaves the school before completing the school’s final year or joins the school after the beginning of

the school's first year. The school will inform the local authority as soon as these grounds for removal from the register are met, and in any event no later than removing the pupil's name from the register.

The school, where reasonably possible, will hold more than one emergency contact number for each pupil, to give the school additional options to make contact with a responsible adult when there is a concern.

CHILD SEXUAL EXPLOITATION

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people, male or female, receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber-bullying and grooming. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Although it is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse, some of the following may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education or do not take part in education

Inter-agency working and information sharing is especially important to identify and prevent this type of abuse.

CHILD CRIMINAL EXPLOITATION (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of "deal line".

Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

Modern Slavery and the National Referral Mechanism:

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

'Honour-based' abuse (HBA): encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Forced marriage: forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Female Genital Mutilation (FGM): covers all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a **statutory duty** upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18. It will be rare for teachers to see visual evidence, and they should not be examining pupils or students. If a victim discloses that FGM has been carried out on them, teachers must personally report to the police.

The duty does not apply in relation to at risk or suspected cases-these should be discussed with the DSL, in line with our referral process.

Potential risk factors may include:

- a female child is born to a woman who has undergone FGM
- a female child has an older sibling or cousin who has undergone FGM
- a woman/family believe FGM is integral to cultural or religious identity
- a parent or family member expresses concern that FGM may be carried out on the girl
- a girl talks about FGM in conversation, for example, a girl may tell other children about it
- being taken on a long holiday to country where FGM is prevalent

Since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

RADICALISATION

We recognise that children are vulnerable to extremist ideology and radicalisation. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection.

- Our school adheres to the Prevent duty and we have "due regard to the need to prevent people from being drawn into terrorism". We build pupils' resilience to radicalisation by providing a safe environment for debating controversial issues, promoting fundamental British values.

- Staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be susceptible to radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.
- Early indicators of radicalisation or extremism may include:
 - showing sympathy for extremist causes
 - glorifying or advocating violence, especially to other faiths or cultures
 - intolerance of difference, including faith, culture, gender, race or sexuality

The school regularly invites adults from external agencies/ organisation to speak at school assemblies and other events – e.g., children's authors as part of 'Book Week' and others as part of curriculum enrichment and the post 11+ programme for Year 6 girls. The Deputy Head Pastoral has responsibility for drawing up the programme of speakers for assemblies. All visiting speakers are supervised by a member of the teaching staff during their time with pupils. On arrival in school, all visiting speakers are required to sign in and out of the building. Additionally, they are asked to wear a visitor badge with a red lanyard whilst on the premises.

The school has carried out a Prevent risk assessment and although this has shown that individuals in the school are at low risk of becoming radicalised, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Early indicators of extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations such as "Muslims Against Crusades", Animal Rights Extremists, or other non-proscribed extremist groups
- Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent)
- Secretive behaviour

Teachers should use their professional judgement in identifying girls who may be at risk of radicalisation and act proportionately. Any concerns need to be reported to the DSL in line with the safeguarding procedures laid out in this policy. The DSL will then decide whether the concerns need to be reported to one of the following:

- LBHF/ RBKC Prevent team on telephone: 020 8753 5727 or email: prevent@lbhf.gov.uk
- the dedicated DfE helpline and/or mailbox. Tel: 020 7340 7264, Open Monday to Friday from 9am to 5pm (excluding bank holidays)., email: counter-extremism@education.gsi.gov.uk
- the national anti-terrorist hotline number (Tel: 0800 789 321)
- referred to the Channel programme

Although decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, would normally be taken in consultation with parents and pupils, there is no requirement for their consent to be required when there are reasonable grounds to believe that the child is at risk of significant harm.

CHANNEL

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Where an individual is deemed by the school as at risk, the DSL will refer the individual to the Prevent team (contact detailed as above) and work with the Prevent Panel. The panel includes the local authority and chief officer of the local police. The Panel will, where considered appropriate, arrange for support to be provided to those individuals. **An individual's engagement with this programme of support is entirely voluntary.**

In line with the KCSIE (September 2024 guidance, the school recognises its responsibility to act as a partner of the panel in our local area and seeks to promote fundamental British values including

democracy, the rule of law, individual liberty and mutual respect and tolerance through opportunities in the classroom, the assemblies and PSHEE programmes, and extra-curricular activities.

CONTEXTUAL SAFEGUARDING

Contextual safeguarding means assessments of children should consider the context within which such incidents and/or behaviours occur, assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of these environments. **All** staff, but especially the designated safeguarding lead (and deputies) 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

DOMESTIC ABUSE

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long term detrimental impact on children's health, wellbeing and ability to learn of experiencing domestic abuse at home or within their own intimate relationships. In some cases, a child may blame themselves of the abuse or may have had to leave the family home as a result.

Operation Encompass: where police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the DSL in school before the child or children arrive at school the following day.

Refuge run the National Domestic Abuse Helpline, 24 hours a day on 0808 2000 247.

GUIDANCE ON DEALING WITH SUSPECTED ABUSE

Our staff members are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the **best** interests of the child. It is important for children to receive the right help at the right time to address risks and prevent issues escalating.

Appendix 7 provides a useful flow chart setting out the process for staff when they have concerns about a child.

All staff should refer concerns to the DSL as soon as possible, unless in cases of abuse by teachers or other members of staff, which should be reported to the Headmistress. In the meantime, they should:

- Listen to the pupil, keeping calm and offering reassurance
- Observe bruises but should not ask a child to remove or adjust their clothing to observe them
- If a disclosure is made the child should lead the discussion. Do not press for details by asking questions "what did they do next?"
- Listen – do not investigate, using questions such as "is there anything else you'd like to tell me?"
- Accept what the pupil says without challenge – reassure them that they are doing the right thing and that you recognise how hard it is for them
- Do not lay blame or criticise either the child or the perpetrator
- Do not promise confidentiality i.e., that they will not tell anyone about an allegation, as this may not be in the best interests of the child – explain that they have done the right thing and who you will need to tell and why

DEALING WITH DISCLOSURE

- Listen to the child
- Try not to show any shock you might feel
- Take what they say seriously
- Stay calm and reassure them that they have done the right thing in telling you
- Do not make promises about what might or might not happen next
- You cannot promise confidentiality
- You might consider using phrases such as 'you've done the right thing' or 'you're not to blame' or 'I understand'
- Allow the child to talk but do not interrogate or ask leading questions – use questions such as "Do you have anything else to tell me?"
- Do not make judgements about the people children refer to – they may be people they love
- Explain what will happen next and who you will need to talk to
- Make brief notes at the time and write them up afterwards – keep both sets just in case
- Use diagrams to record the position of any bruising or marks
- Be objective in your recording

After the disclosure, appropriate support should be given to both the child and the members of staff receiving and dealing with it, if needed.

PROCEDURES FOR MONITORING, RECORDING AND REPORTING

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss these with the DSL.

At the time

Brief notes at the time or immediately after will help you to complete the **critical incident sheet** (see appendices) when you are able. You should note:

- Date and time of disclosure/incident observed
- Place and context of disclosure or concern
- Facts you need to report

When you can

Complete an **incident write up on CPOMS**

In the case of there being bruises or observed injuries, the **Body Map** should be annotated.

In addition, a "cause for concern" Indicate using the safeguarding category on the CPOMS incident form. Remember to keep to *factual information* and not assumption or interpretation. Use the child's own language to quote rather than translating into your own terms. Be aware that these logs may be used later to support a referral to an external agency.

DESIGNATED SAFEGUARDING LEAD (DSL): Responding to Referrals

Upon receiving a referral, the Designated Safeguarding Lead will:

- Follow-up the referral using the critical incident sheet as a basis for consideration before action
- Make additional records of discussions and any investigation that takes place
- Make a decision whether to continue to monitor the situation or take the referral further. This decision should be communicated to the individual making the initial referral
- Where a child is referred to social services a referral form should be completed and sent within 24 hours.
- Confidentiality will be of the highest priority. At the time the concern is raised with the DSL, it will be emphasised to the member of staff that the matter should only be discussed with the DSL or a deputy DSL in her absence.

Recording information from social care meetings and other reports are logged on CPOMS.

DECISION TO REFER TO SOCIAL SERVICES

When making the decision to make a referral to social services which could activate a child protection investigation, **advice to determine whether it is appropriate to obtain consent, or notify parents in advance of making the referral** and, if applicable, how to approach gaining consent of parents and pupils concerned will be sought from the local social services department. Careful records will be kept of any advice received. This advice can be sought without revealing the child's identity.

Whilst the Designated Safeguarding Lead will usually decide whether to make a referral, **any staff member can refer their concerns to children's social services directly. If, at any point, there is a risk of immediate serious harm to a child a referral should be made immediately. Where referrals are not made by the DSL, the DSL should be informed as soon as possible, that a referral has been made. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.**

If early help is appropriate the DSL should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If early help and/or other support is appropriate, the case should be kept under constant review and consideration given to a referral to children's social care if the child's situation does not appear to be improving.

ALLEGATIONS AGAINST STAFF (AND LOW-LEVEL CONCERNS)

This is an extremely difficult and sensitive area to address. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Any concerns against staff must be reported to the Headmistress or a member of SLT. Where concerns are about the Headmistress, this must be reported to the Chair of Governors.

There are two levels of allegation/concern:

1. Allegations that may meet the harms threshold.
2. Allegation/concerns that do not meet the harms threshold – referred to as 'low level concerns'. This does not mean that they are insignificant but that they do not reach the harms threshold.

Potential indicators that an individual may pose a risk of harm may be an allegation that they have:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

All staff and volunteers should be aware of their duty to raise concerns, should they exist, about the management of safeguarding and child protection, which may include the actions of colleagues including teachers, the Headmistress, volunteers or other staff. Any such concerns should be raised with the Headmistress or Local Authority Designated Officer (LADO). Local procedures, and the Government guidance "Working Together to Safeguard Children" and DfE Guidance "Keeping Children Safe in Education part 4: Allegations of abuse made against teachers and other staff" will be followed. The aim is to deal with any allegation quickly and in a fair and consistent way which provides effective protection for the child and at the same time provides appropriate support for the person who is the subject of the allegation.

Any concerns/allegations about adults who work in the school must be taken seriously and be dealt with immediately by the Headmistress. The LADO referral form (see appendices) should be used to report these concerns. She may contact and consult with Aqualma Daniel, the Safer Organisations Manager & Local Authority Designated Officer (Tel : 07870 481 712, Email Aqualma.Daniel@rbkc.gov.uk) and the Local Authority Designated team of officers or in certain cases, the police.

The Local Authority Designated Officer (LADO) must be informed within one working day of the allegations being made to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Discussions should be recorded in writing, and any communication with both the individual and the parents of the child/children agreed. Due recognition will be paid to the stress caused by such an allegation and an appropriate approach adopted to balance the needs of the pupil and support for the member of staff whilst ensuring that the wellbeing of the child is always paramount. The Head should **not speak** to the member of staff who is the subject of the allegation at this point. The school will consider carefully whether the circumstance of the case warrants suspension or whether alternative arrangements should be put in place. Due weight will be given to the views of the LADO and to this safeguarding policy when making a decision about suspension. (Note: if the LADO is not available, there must be no delay in seeking advice from a Family Support and Child Protection Adviser.)

In the absence of the Headmistress, the allegation should be reported to the Chair of Governors.

If a member of staff wishes to raise a safeguarding concern relating to the conduct of the Designated Safeguarding Lead this should be made directly to the Headmistress. To refer a matter where an allegation has been made about the Headmistress, this should be reported to the Chair of Governors. Then, contact should be made with either the PEWO or the LADO. The PEWO will inform relevant senior officers within the Schools Directorate.

Where we cease to use the services of any person (staff member; including agency staff, peripatetic teacher, volunteer or any other person) or the person resigns or otherwise ceases to provide his or her services because it is considered that the person may be unsuitable to work with children, a referral will be made to the DBS promptly and in any event within 28 days in accordance with our legal duty. In cases involving teaching staff, the school will also decide whether to refer the matter to the Teaching Regulation Agency (TRA) to consider prohibiting the individual from teaching. Where required to do so, we will provide information requested by the DBS or TRA in respect of a member of staff or volunteer in accordance with our legal duty

Communications with the school community about safeguarding-related allegations shall only be made following consultation with the LADO and any investigating authorities. Every effort will be made to maintain confidentiality and guard against unwanted publicity, with the school seeking legal advice as required. There are restrictions on the reporting or publishing of allegations against teachers (which apply up to the point where the accused person is charged with an offence, or the DfE/TRA publish information about an investigation or decision in a disciplinary case).

In order to minimise the risk of harm to pupils and of accusations being made against staff as a result of their daily contact with pupils, members of the Governing Body should ensure, through the Headmistress, that all staff are aware of safe working practice and are provided with and adhere to guidance and training on effective behaviour management. If there has been a substantiated allegation against a member of staff, the school will work with the LADO to determine whether there are any improvements to be made to the school's procedures or practice to help prevent similar events in the future.

SUPPLY TEACHERS

Where the school is not the employer of an individual, they still have responsibility to ensure allegations are dealt with appropriately and that they liaise with the relevant parties (this includes supply teachers and volunteers).

Whilst schools are not the employer of supply teachers, they should ensure allegations are dealt with properly. In no circumstances should a school decide to cease to use a supply teacher due to safeguarding concerns without finding out the facts and liaising with the LADO to determine a suitable outcome. Agencies should be fully involved and fully cooperate in any enquiries, but the school will usually take the lead.

INTER- AGENCY LIAISON

The school recognises the need for it to contribute to inter-agency working in line with statutory guidance 'Working Together to Safeguard Children' and recognises the importance of information

sharing between professionals and local agencies in order to promote the welfare and protect the safety of children. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **cannot** be allowed to stand in the way of the need to promote the welfare and protect the safety of children. To this end, the school works with social care, the police, health services and other services. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. The school allows access for children's social care from the local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment. The school works closely with the safeguarding partners in order to reflect local protocols for assessment and supplies information to them as requested.

SOCIAL CARE MEETINGS

At all times school staff will be called to participate in meetings organised and chaired by social care. These might be:

- Strategy discussions
- The child protection review conference
- Child protection conferences
- Family group conferences – for children in need, in a range of circumstances where a plan is required for the child's future welfare
- Professionals' meetings – in which representative professionals from different agencies are asked to meet to discuss children and their families with a view to providing support or making recommendations in terms of next stages of involvement
- Core group meetings – meeting in which a "core" group of professionals associated with the family are asked to meet to review the progress of actions decided at case conferences and register reviews

At these meetings, representatives from the school should be ready to report providing information about:

- Attendance and punctuality
- Academic achievement
- The child's behaviour and attitude
- Relationships with peer group and social skills generally
- Child's appearance and readiness for school
- Contact with parents/carers
- Any specific incidents that need reporting

Prior to the meeting, class teachers and other adults working closely with the child should be asked for their comments. Following the meeting feedback should be given and staff brought up to date with any actions that are needed.

THE CHILD PROTECTION REGISTER

Children placed on the register will require additional support and monitoring. The social care department will inform a school receiving a child on the register and accompanying records should follow from the child's previous school.

CONFIDENTIALITY FOR CHILDREN ON THE CHILD PROTECTION REGISTER

Where children are on the child protection register and leave one school for another the DSL must inform the receiving school and the key worker at the social services department. If the child leaves the school with no receiving school, details should be passed to the Principal ESW.

Education staff have a professional responsibility to share relevant information about the protection of children with the investigative agencies. Members of staff should not promise confidentiality but can

let the child know that only those who need to know will be informed and that that will be for the child's own sake.

Time should be taken to reassure the child and confirm that information given will be treated sensitively. Reassurance should be given, and the adult involved listen sympathetically and non-judgementally.

Staff should be careful and ensure that information is only given to the appropriate person. All staff should be kept aware of issues relating to confidentiality and the status of information they may hold.

Members of staff, other than the designated member and those involved closely, should only have enough details in order to help them to act sensitively and appropriately to a pupil. Sensitive information regarding pastoral issues and for children on the child protection register is kept separately in a folder in a locked section of the Headmistress's office.

Discretion should be used when talking about the personal, and changing circumstances of children, e.g., when a child goes into care. Care is particularly necessary after attending child protection meetings. Information received should be treated sensitively and discretion will be needed as issues emerge on a formal and informal basis.

SUPPORTING CHILDREN AT RISK

We recognise that there is a need to differentiate between those who have suffered or are likely to suffer significant harm and those who are in need of additional support from one or more agencies. For children at risk, school may be the one stable place from which they can expect security and reassurance. It is not only being alert to potential abuse, but it is also important to provide the support to help children through difficult times. Where appropriate, we will use the Early Help Assessment (previously known as CAF) and "Team around the Child" (TAC) approaches to work with parents and their children on early recognition of problems and then provide advice and support.

Providing them with coping skills can help avoid situations arising and deal with the emotional difficulties afterwards if they do.

THE PASTORAL SUPPORT PROGRAMME

Children who are "looked after" should have their own pastoral support programme which will be drawn up in discussion with social care, the class teacher, foster parents and the child themselves.

School should consider extra pastoral care for pupils with SEND, such as mentoring sessions with a counsellor.

SUPPORT IN SCHOOL – PASTORAL CARE

All class teachers and subject specialist teachers are responsible, in conjunction with other school staff, for the pastoral needs of the children in their care. This includes maintaining opportunity for children to share their concerns and following the guidance in this document. Our curriculum includes "circle time" or form time during which children may be presented with issues included in our PSHEE/RSE guidance. In addition, circle time can be used to raise issues spontaneously that are particularly relevant to the class at that time.

Care should always be taken in regard to the discussion of sensitive issues and advice should be sought where there are concerns. The Head of PSHEE has available a variety of resources to support circle time and the discussion of issues.

SUPPORT IN SCHOOL – THE CURRICULUM

Children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHEE). The Government has made regulations which will make the subjects of Relationships Education (for all primary pupils) and Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded) mandatory

from September 2020. Schools have flexibility to decide how they discharge their duties effectively of compulsory teaching until the start of the summer term 2021.

The statutory requirements could be taught through a wider Personal, Social, Health Education (PSHE) curriculum which incorporates an age-related, comprehensive curriculum, for pupils to be taught about aspects of safeguarding in order to develop the knowledge and skills they need to recognise when they are at risk and how to get help when they need it including on-line safety.

We do this by:

- developing pupils' age-appropriate understanding of healthy relationships through appropriate relationship and sex education including awareness of relationship abuse, and other abuse, sexual violence and harassment, peer on peer abuse, bullying, prejudice-based bullying and violence based on a person's sexual orientation, gender, faith or race, hate crime,
- enabling pupils to recognise online and offline risks to their well-being – for example, risks from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making them aware of the support available to them
- enabling pupils to recognise the dangers of inappropriate use of mobile technology and social media and the impact on sexual behaviour, for example sexting and accessing pornography
- developing pupils' confidence, resilience and knowledge so that they can keep themselves mentally healthy
- developing and deepening pupils' understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance, recognising how pressure from others can affect their behaviour, including the risks of radicalisation to extremist behaviour
- ensuring pupils have the opportunity to discuss controversial issues and develop tolerance and respect for others

Within our curriculum there will also be opportunities to discuss issues which some children might find sensitive and disturbing. Care should be taken particularly in relation to discussion about families and their make-up. Assumptions about members of families and the presence of both parents should be avoided both in discussion and the presentation of materials. During health and safety discussion and sex education staff should be alert to the fact that some children will have very different experiences and may find content "sensitive" within their own histories. Staff should make themselves familiar with the background of the children in their care in order to avoid children becoming distressed.

PHYSICAL CONTACT WITH PUPILS

Some form of physical contact with pupils by teachers is inevitable but must be reasonable. Reasonable in these circumstances means 'using no more force than needed'. In some cases, it is necessary for reassurance. However, all teachers should be aware of issues related to touching and the way in which this might be misconstrued. This relates particularly to any sensitive areas of the body. Children's privacy is considered and balanced with safeguarding and support needs when changing nappies (if applicable in the Nursery) and toileting.

In the event of physical restraint being used, it is important that only the minimum amount is used in order to prevent the pupil from causing injury to themselves, others or property.

Following such an intervention the incident should be logged on CPOMS and in the School's Physical Intervention Log. Please see the document 'Code of Conduct: Promoting Safe Practice', for further guidance.

WORKING WITH PARENTS

It is important that school has an established approach to working with parents. Parents and children's need for privacy should be respected. Attitudes to and contact with parents should be non-judgemental in order to obtain the most conducive working relationship. The priority is the needs of the child and effective liaison is crucial for this.

It should be recognised that families from different backgrounds and cultures will have different approaches to child-rearing. These differences should be acknowledged and respected provided they do not place the child at risk as defined earlier in the document. We do have access to support for parents where it is felt that this would be useful. This includes:

Home/school liaison: C. Boyd and/or K. Ehilebo

Counselling support: The school can provide contact details of a professional counsellor.

WORKING WITH A NEW SCHOOL

It is important that the school and the DSL should consider if it would be appropriate to share any information with the new school 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. This includes in-year transfers.

REVIEW AND MONITORING OF POLICY

This policy will be reviewed on an annual basis or earlier if legislation should change. The Senior Leadership Team and Governors recognise the expertise staff build by undertaking safeguarding training and managing safeguarding concerns daily. All staff are encouraged to discuss any issues with the DSL as and when they arise. Any deficiencies or weaknesses which are identified in our child protection arrangements will be remedied without delay.

Appendix 1: Role of the Designated Safeguarding Lead (Supported by the DDSL)

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for safeguarding and child protection. This person should have the status and authority within the school to carry out the duties of the post and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

The designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- 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; and
- Refer cases where a crime may have been committed to the Police as required.

Working with others

- Liaise with the Headmistress to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the "case manager" (as per Part four of KCSIE (DfE Sept 2023) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member)
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff
- Liaise with 3 DDSLs

Undertake Training

The designated safeguarding lead (and the designated deputies) should receive appropriate training carried out every two years.

- The designated safeguarding lead should undertake Prevent awareness training and Action Counter Terrorism (ACT) Training

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, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- 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
- 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 or college'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 and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- 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, in any measures the school may put in place to protect them

Raise Awareness

- The designated safeguarding lead should ensure the school's child protection 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 by the DSL and safeguarding governor together regularly, and work with the governing body and the Headmistress regarding this
- 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 local safeguarding partners to make sure staff are aware of training opportunities and the latest local policies on safeguarding

Child Protection File

- Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Online Safety

- Ensure that the school does all that it reasonably can to limit pupils' exposure to the above risks from the school's IT system
- Ensure that appropriate filtering and monitoring systems are in place, which are informed in part by the risk assessment carried out as required by our Prevent duty
- Regular training for staff and pupils
- Understanding and implementing the filtering and monitoring systems and processes in place in the school.
-

Availability

- During term time, the designated safeguarding lead (or a deputy) will always be available (during school hours) for staff to discuss any safeguarding concerns – preferably in person, or in exceptional circumstances via the telephone
- During term time, out of school hours, the DSL (or a deputy) will be available for staff to contact via a mobile number of which staff have been made aware. During school holidays, the DSL will also be available on the same number. If for some reason staff are unable to contact the DSL, then in school holidays the Headmistress should be contacted via email in the first instance.

Appendix 2: Teachers' Standards

(The Teachers' Standards can be found on the GOV.UK website:
<https://www.gov.uk/government/publications/teachers-standards>)

PREAMBLE

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

PART ONE: TEACHING

A teacher must:

1 Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well-structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

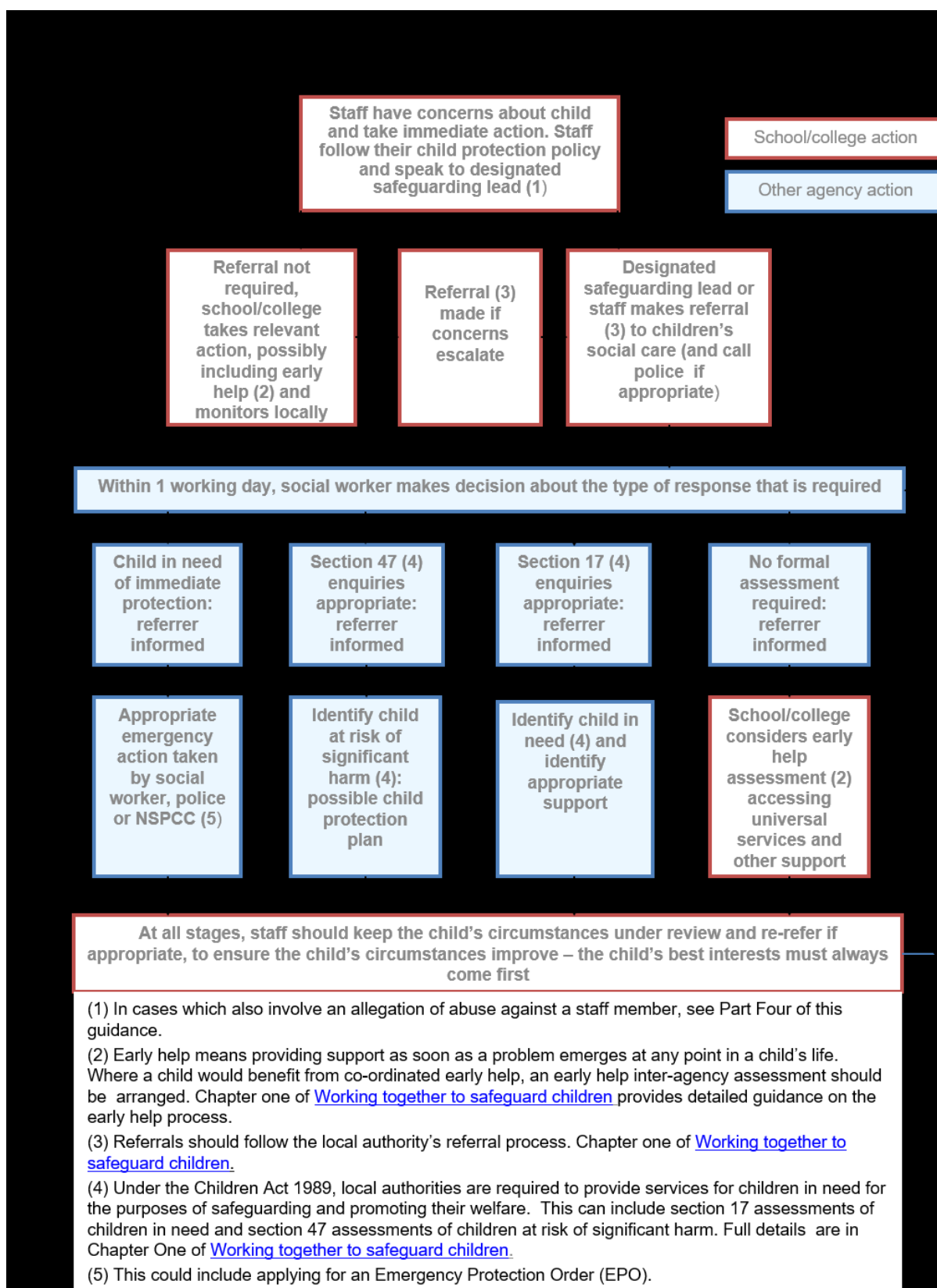
Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Appendix 4: Flow Chart setting out the Process for Staff when they have Concerns about a Child



Appendix 3: LADO Referral Form/Form to report concerns about an adult who works with children

FORM 1 - REFERRAL

Referral of concerns about an adult who works with children (LADO Referral)

Referral Date:	Borough
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The PROFESSIONAL or VOLUNTEER who is the subject of the allegation	
Surname	First name
Date of Birth	gender
Home address	
Borough of residence	
Details of any children at home address	
Other known contacts with children or vulnerable adults	
Date of last DBS (CRB) check and disclosure number	
What information (if any) has been shared with this person at this point?	

Employment Details
Job title
Professional or volunteer
Name and address of organisation or school
If AGENCY worker please provide <ul style="list-style-type: none"> Name of Organisation Contact (name, number and email)
Local Authority, private or voluntary sector
Category
Have there been any previous allegations or concerns about this person? Dates and details:
Details of referrer
Name of person dealing with this allegation <ul style="list-style-type: none"> Title Name contact number Email address
HR contact <ul style="list-style-type: none"> Organisation Name and Contact number Email address

Details of the child / children who have made the disclosure / who are the subject of concern	
For each child:	
Name	
Address	
Date of birth	gender

Ethnicity	
Name and address of parents/ carers	
Borough of residence	
Is the child aware of this referral?	If not why not?
Are the parents/ carers aware of the referral?	If not why not?
Other relevant information re the child /family	
Known to children's services?	
<ul style="list-style-type: none"> Fwi / KCICIS number Brief outline 	
Has the child /family made any previous allegations?	

DETAILS OF THE ALLEGATION OR CONCERN				
Category of Abuse				
Physical	Emotional	Neglect	Sexual	Other (give details)
Please give specific details of the allegation and what has been done so far to include <ul style="list-style-type: none"> When the incident took place Where the incident took place Who made the allegation Were there any witnesses Has there been any injury / have parents been informed / has the child been seen by a medical professional 				
Did an allegation of physical abuse follow an authorised restraint?				

What safeguards have been put in place so far? <ul style="list-style-type: none"> For the child / children For the adult For the family of the adult

Details of referrer
<ul style="list-style-type: none"> Name Title and team Telephone and email contact

Whilst it will not be necessary to convene a Strategy Meeting with Social Care and the Police on every case, every incident should be recorded on this form and reported to the Local Authority Designated Officer

Appendix 4: Further Information and Contacts

(If the named individual is not available, please ask for the person covering the post)

Key contacts from the Local Safeguarding Children Partnership include:

To report a concern about a child or young person	<p>Kensington and Chelsea Duty Line</p> <ul style="list-style-type: none"> • Tel: 020 7361 3013 • (Out of hours – 020 7361 3013)
Multi Agency Safeguarding Hub (MASH)	<p>Karen Duncan</p> <ul style="list-style-type: none"> • Tri-borough MASH Business Support Officer • Telephone: 020 7641 3991 • Email: kduncan1@westminster.gov.uk <p>Menna Emmanuel</p> <ul style="list-style-type: none"> • Specialist Community Public Health Nurse: • Telephone: 020 7641 5498 • Email: menna.emmanuel@nhs.net <p>Debra Cox</p> <ul style="list-style-type: none"> • Specialist Health Practitioner in MASH: • Telephone: 020 7641 3485 • Email: Debra.Cox@nhs.net
For Case consultations, advice, guidance from the Safeguarding Teams in Children's Social Care	<p>For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on 020 7361 3013.</p> <p>Sharon Aggor</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser • Mobile: 07929 822 2840 • Email: sharon.aggor@rbkc.gov.uk <p>Sarah Stalker (Child Exploitation Lead)</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only) • Telephone: 020 7598 4640 • Mobile: 07971 322 482 • Email: sarah.stalker@rbkc.gov.uk <p>Anna Richards</p> <ul style="list-style-type: none"> • Family Support and Child Protection Adviser • Mobile: 07974 613 180 • Email: anna.richards@rbkc.gov.uk <p>Sarah Mangold</p> <ul style="list-style-type: none"> • Interim Service Manager for Safeguarding, Bi-Borough • Mobile: 07984 016 841 • Email: sarah.mangold@rbkc.gov.uk
Head of Safeguarding, Review and Quality Assurance	<p>Angela Flahive, Head of Safeguarding, Review and Quality Assurance</p> <ul style="list-style-type: none"> • Tel: 020 7361 3467 • Mobile: 07971 320 888 • Email: angela.flahive@rbkc.gov.uk
Local Authority Designated Officer	<p>Kensington and Chelsea</p> <p>Please contact duty child protection officer for consultations and referrals</p> <ul style="list-style-type: none"> • Telephone: 020 7361 3013

(LADO / Management of Allegations)	<ul style="list-style-type: none"> Email: KCLADO.Enquiries@rbkc.gov.uk <p>Aqualma Daniel</p> <ul style="list-style-type: none"> Safer Organisations Manager & Local Authority Designated Officer Tel : 07870 481 712 Email Aqualma.Daniel@rbkc.gov.uk
Safeguarding Lead for Schools and Education	<p>Elaine Campbell</p> <ul style="list-style-type: none"> Bi-Borough Safeguarding Lead for Schools and Education Tel: 020 7361 3000 / Mobile: 07712 236 508 Email: elaine.campbell@rbkc.gov.uk
Child Exploitation Lead (Children's Services)	<p>Sarah Stalker</p> <ul style="list-style-type: none"> Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only) Telephone: 020 7598 4640 Mobile: 07971 322 482 Email: sarah.stalker@rbkc.gov.uk
Prevent (Radicalism and Extremism)	<p>Contact the LBHF/ RBKC Prevent team on:</p> <ul style="list-style-type: none"> Telephone: 020 8753 5727 Email: prevent@lbhf.gov.uk
Education and Attendance	<p>Wendy Anthony</p> <ul style="list-style-type: none"> Bi-Borough Head of Admissions and Access to Education Telephone: 020 7745 6440 Email: wendy.anthony@rbkc.gov.uk
CCG Designated Nurse for Safeguarding Children	<p>Emelia Bulley</p> <ul style="list-style-type: none"> Mobile: 07867185726 Email: ebulley@nhs.net
Named GP for safeguarding children	<p>Dr Neera Dholakia</p> <ul style="list-style-type: none"> Mobile: 07917 001950 Email: neeradholakia@nhs.net CCG working days: Tues, Wed, Thurs
Designated Nurse, Looked After Children (Tri-borough)	<p>Corina Christos</p> <ul style="list-style-type: none"> Designated Nurse Looked After Children Mobile: 07824 300 619 Secure Email: corina.christos@nhs.net
Child Death Review Team	<p>If you are a professional seeking to report a child death you should do so via the ECDOP online portal.</p> <p>North West London Child Death Review queries: nwlccgs.cdr@nhs.net</p> <p>CDR Team Single Point of Contact: Juliet Ayorinde Telephone: 0203 350 4615</p> <p>Team Manager: Jordan Clover, Telephone 07776 164 949</p>

	Specialist Nurse (for Hammersmith and Fulham Kensington and Chelsea and Westminster): Tanya Nanuwan, Telephone: 07776170150
School Nursing Teams	Central and North West London Foundation Trust (CNWL) <ul style="list-style-type: none"> • Telephone: 020 3317 4460 • Email: cnw-tr.kandcshs.cnwl@nhs.net
Named Nurse for safeguarding children	Susan Bray <ul style="list-style-type: none"> • Named Professional for Safeguarding Children • Telephone: 07976 768 545 • Email: susanbray1@nhs.net
Health Visiting Teams	Central London Community Healthcare NHS Trust (CLCH) <ul style="list-style-type: none"> • Telephone (select option 2): 0208 200 2500 • Email: CLCHT.ChildHealthInformationHubkcwf@nhs.net
Named Nurse for safeguarding children	Catherine Hunter <ul style="list-style-type: none"> • Named Nurse for Safeguarding • Mobile: 07876 313 939 • Email: catherinehunter4@nhs.net
Mental Health Trusts	Central and North West London Foundation Trust (CNWL)
Named Nurse for safeguarding children	Susan Bray <ul style="list-style-type: none"> • Named Professional for Safeguarding Children • Telephone: 07976 768 545 • Email: susanbray1@nhs.net
Acute Hospital Trusts	<p>Chelsea and Westminster Hospital NHS Foundation Trust</p> <p>Named Nurse: Faye Mitchison</p> <ul style="list-style-type: none"> • Email: Faye.Mitchison@chelwest.nhs.uk • Telephone: 0203 315 2751 • Mobile: 07388 998 373 • Tel: 020 3315 1000 Bleep 4241 <p>Named Doctor: Paul Hargreaves</p> <ul style="list-style-type: none"> • Email: Paul.Hargreaves@nhs.uk • Telephone: 0203 315 3112 (PA) <p>Maternity Lead</p> <ul style="list-style-type: none"> • Named Midwife Safeguarding Children: Wendy Allen • Telephone: 0203 315 8000 • Mobile: 07769 648 642 • Email: wendy.allen1@nhs.net <p>Imperial Hospital NHS Healthcare Trust</p> <ul style="list-style-type: none"> • Email: Imperial.safeguarding.children@nhs.net and Imperial.safeguarding.maternity@nhs.net <p>Head of Safeguarding/Consultant Nurse for Safeguarding: Nicci Wotton</p> <ul style="list-style-type: none"> • Telephone: Tel: 0203 312 5173

	<ul style="list-style-type: none"> • Mobile: 07917 374 795 • Email: nicci.wotton@nhs.net <p>Named Doctor: Kati Malbon</p> <ul style="list-style-type: none"> • Email: k.malbon@nhs.net • Maternity Lead <p>Named Midwife Safeguarding: Anna Robinson</p> <ul style="list-style-type: none"> • Telephone: 0203 313 5294 • Email: anna.robinson9@nhs.net
LSCP Business Managers	<p>Emma Biskupski</p> <ul style="list-style-type: none"> • Telephone: 07779 348 094 • Email: Emma.biskupski@rbkc.gov.uk

Bi-borough Children's Services Officer Contacts

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Educational Psychology Service	<p>Jeremy Monsen, Principal Educational Psychologist 07739 315 819 jeremy.monsen@rbkc.gov.uk</p> <p>Helen Kerslake, Assistant Principal Educational Psychologist 07739 314 488 helen.kerslake@rbkc.gov.uk</p> <p>Samar Habal, Senior Educational Psychologist 07761 625 858 shabal@westminster.gov.uk</p> <p>Jane Roller, Senior Educational Psychologist 07739 314 504 jane.roller@rbkc.gov.uk</p> <p>Sara Darchicourt, Senior Educational Psychologist 07739 316 483 sara.darchicourt@rbkc.gov.uk</p>

SEND Local Offer and Outreach	<p>Steve Comber, Head of SEND Local Offer and SEN Outreach 07739 317 307 steve.comber@rbkc.gov.uk</p> <p>Anna Selwyn, Head of Bi-borough Inclusion Service 07538 639 094 aselwyn@westminster.gov.uk</p> <p>Christa Morley, Autism Advisory Team Lead 07739 316 523 christa.morley@rbkc.gov.uk</p> <p>Kathryn Gilgallon, Sensory Support Team Lead 07471 035 926 kgilgallon@westminster.gov.uk</p> <p>Deirdre Murphy, SEN Occupational Therapy Team Lead 07740 545 038 deirdre.murphy@rbkc.gov.uk</p> <p>Rachel Edwards, SEND Local Offer and Employment Pathways Lead 07739 315 424 rachel.edwards@rbkc.gov.uk (on maternity leave)</p> <p>Marianna Lill, SEND Participation Officer for Children and Young People 07967 760 095 marianna.lill@rbkc.gov.uk</p> <p>Afsara Tasnim, SEND Local Offer Co-ordinator 07790 979 350 afsara.tasnim@rbkc.gov.uk</p>
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	<p>Other Key Contacts in Children's and Corporate Services</p>
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Emergency Planning and 24/7 emergencies advice	<p>Tony Andrews, Emergency Planning Manager (RBKC and WCC) 07977 931 697 07817 055 070 tandrews@westminster.gov.uk</p> <p>The above numbers are available 24/7 for advice with emergencies</p>
Human Resources	<p>Pauline Vivian, Strategic HR Lead Bi-Borough Schools 07980 776 916 pauline.vivian@rbkc.gov.uk</p> <p>David Wilson, Senior HR Business Partner (WCC Schools) 07962 131 278 dwilson1@westminster.gov.uk</p> <p>Brittony Rellis, HR Business Partner (RBKC Schools) 07970 944 478 brittony.rellis@rbkc.gov.uk</p> <p>Susan Flatts, HR Business Partner (RBKC schools) 07791 933 635 susan.flatts@rbkc.gov.uk</p> <p>Rachel Debrah, HR Project Officer (RBKC Schools) 07970 901 259 rachel.debrah@rbkc.gov.uk</p> <p>Beatrice Waller, Operational HR Specialist (WCC Schools) 07815664591 bwaller@westminster.gov.uk</p>
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Prevent	<p>Prevent RBKC: aysha.esakji@lbhf.gov.uk, Prevent Co-ordinator, RBKC & LBHF 020 8753 2458 (Interim)</p> <p>Prevent Westminster: Julie Knotts Prevent Education Officer 07790 980223 jjknotts@westminster.gov.uk</p> <p>General Enquiries & Training jprevent@westminster.gov.uk</p>
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	Sola Okusaga, Deputy Service Manager Westminster Employment Service 07971 616 356 sokusaga@westminster.gov.uk
Libraries & Archives	<p>Nick Fuller, Children & Outreach Manager 07811 722 883 nfuller@westminster.gov.uk</p> <p>Krista Eidal, Pat Elliott and Sharon Walsh, Schools Library Service Librarians 0207 641 4320 schoolslibraryservice@westminster.gov.uk</p> <p>Shannon Maher, Children's Officer (Bookstart) 07971920419 smaher@westminster.gov.uk</p> <p>Peter Daniels, Westminster Archives Service, Education and Interpretation Officer 07890 380 496 pdaniel@westminster.gov.uk</p>

Police

Local Police Community Support Officer (Courtfield Ward):

PCSO Braam Nortjae

Tel: 020 8721 2737

If urgent Tel: 101

Emergencies Tel: 999

Prevent Strategy

For more information OR Channel referrals, contact:

- LBHF/ RBKC Prevent team on telephone: 020 8753 5727 or email: prevent@lbhf.gov.uk
- the dedicated DfE helpline and/or mailbox. Tel: 020 7340 7264, Open Monday to Friday from 9am to 5pm (excluding bank holidays)., email: counter-extremism@education.gsi.gov.uk
- the national anti-terrorist hotline number (Tel: 0800 789 321)

Whistleblowing Guidance: www.gov.uk/whistleblowing

NSPCC whistleblowing helpline: Tel: 0800 028 0285 – line is available from 8:00am-8:00pm, Monday to Friday and email: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

Glendower Preparatory School Governor's with Responsibility for Safeguarding:

Lead Governor with Responsibility for Safeguarding:

Juliet Richards

Mobile: 07890 585698

Email: richardsj@glendowerprep.org

Chair of Governors:

Libby Bassett

bassettl@glendowerprep.org

NSPCC 24-hour Child Protection Helpline

Tel: 0808 800 5000

CEOPS (Child Exploitation and Online Protection Service)

Tel: 0870 000 3344

Child and Adolescent Mental Health Service (CAMHS), RBKC

Tel: 020 7361 3302

DBS

The school undertakes to report to the Disclosure and Barring Service (DBS): PO Box 181, Darlington, DL1 9FA. Tel: 01325 953795, within one month of leaving the school, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. In cases involving teaching staff, the school

will also decide whether to refer the matter to the TRA to consider prohibiting the individual from teaching.

Such reports would contain as much evidence as possible. The school recognises that failure to make a report constitutes an offence.