

## Safeguarding Policy

Policy ratified: September 2017

Policy review: September 2018

### 1. Purpose and Aims:

The purpose of Thomas Gainsborough School's safeguarding policy is to provide a secure framework for the school in safeguarding and promoting the welfare of those students who attend our school. The policy aims to ensure that:

- All our students are safe and protected from harm.
- All elements of provision and policies are in place to enable students to feel safe and adopt safe practices.
- Staffs, both teaching and non-teaching, students, governors, trainees, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to the safeguarding and the welfare of all our students.

### 2. Ethos:

Safeguarding in Thomas Gainsborough School is considered everyone's responsibility and the school aims to create the safest environment within which every student has the opportunity to achieve excellence. All students at Thomas Gainsborough School must feel that they are listened to and appropriate action taken. Thomas Gainsborough School works in partnership with other agencies and seeks to establish effective working relations with parents, carers and other colleagues. We provide activities and opportunities across the curriculum which encourages students to develop essential life skills and protective behaviours. Our school fully recognises the contribution it can make to protect children from harm by supporting and promoting the welfare of all children who are registered students at our school.

### 3. Responsibilities:

**3.1** Thomas Gainsborough School has a Governing body whose legal responsibility is to make sure that the school has an effective safeguarding policy and that appropriate safeguarding procedures are in place, that these are monitored and the school complies with them.

- The Governing body ensures that this policy is made available to parents and carers if requested.
- The Governing body ensures that all staff and volunteers have had the appropriate checks to make sure that they are safe to work with students who attend Thomas Gainsborough School.

- The Governing Body ensures that Thomas Gainsborough School has the procedures for handling allegations of abuse made against members of staff (including the Head teacher) trainees and volunteers.

The Governing Body has appointed a Designated Safeguarding Lead (DSL) who has responsibility for dealing with all safeguarding issues in school.

**The Designated Safeguarding Lead** is: Helen Yapp

If she is not available the **DSL alternates** are: Emma Wilson Downes, David Chiang, Alison Hunt, Mandy Forster and Claire Jackson.

Emma Wilson Downes is also the on-line safety lead and Children in Care lead.

The named **Safeguarding Governor** is: Jenny Smith (who can be contacted via the school)

The **Chair of Governors** is: Sue Leon

The **Local Authority Designated Officer** (LADO) for this locality is: Dian Campbell - Landmark, House, Egerton Road, Ipswich - LADOCentral@suffolk.gcsx.gov.uk or 01473 263 112

**3.2** The Designated Safeguarding Lead (DSL) ensures that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency. This is currently through Multi Agency Safeguarding Hub.

**3.3** The DSLs arrange appropriate whole school safeguarding training for all staff and volunteers who work with students in the school. This training will take place every two years, is delivered in school and is linked to the support and quality assurance process offered by Suffolk County Council.

The DSLs ensure that a senior member of staff who has the relevant training and access to appropriate supervision attends, where appropriate, all conferences, core group meetings or meetings where it concerns a student at Thomas Gainsborough School and contributes to multi-agency discussions to safeguard and promote the student's welfare.

**3.4** The DSLs complete an Annual Self-Assessment Report which demonstrates that the safeguarding arrangements within the school are being met. This is an audit sent out by the Suffolk Safeguarding Team to monitor and support safeguarding procedures.

**3.5** Employees at Thomas Gainsborough School are made aware of Safeguarding procedures which are laid out in the Staff Handbook. Staff induction directs new members of staff to these pages and level 1 safeguarding training is delivered within the first half term of them joining the school.

**3.6** Visitors to reception are made aware of Thomas Gainsborough's Safeguarding procedures as well as whom the DSLs are via our Safeguarding leaflet and posters throughout the school.

**3.7** All child protection concerns must be acted on immediately. If school staff are concerned that a student may be at risk or is actually suffering abuse they should tell the Designated Safeguarding Lead immediately.

All adults including the DSL have a duty to refer all known or suspected cases of abuse. It is the policy of Thomas Gainsborough School that staff apart from the DSLs should refer any disclosures the members of the Safeguarding team. The DSLs in turn may have to refer to Children's Social Care or to the Police.

If a disclosure is made to a visiting staff member from a different agency (community worker or the school nurse) it is the responsibility of that agency to formally report the referral to the school DSL.

**3.8** If the disclosure is made by a student attending a PRU (pupil referral unit) or alternative provision, the referral should be recorded and referred to the relevant DSL at that institution and a formal notification made to Thomas Gainsborough's DSL if the pupil is on our role, for information or appropriate action. Any records made will be kept securely on the student's main school child protection file who are legally responsible for the student despite having alternative provision.

**3.9** Concerns about the welfare or safety of any student will be recorded on the agreed report form and given to the DSL. Reports of concern to the DSL must be made in writing and signed and dated by the person with the concern.

All information recorded will be kept in a separate named file, in a secure storage place and not with the student's academic file. These files are the responsibility of the DSL and information will only be shared on a need to know basis for the protection of the student.

Any safeguarding information will be kept in the file and added to as appropriate. Copies of referrals, invitations to CP conferences, core groups and reports will be stored here. All safeguarding files will have a chronology and contents front cover.

#### **4. Recognising signs, indicators and concerns about abuse:**

Safeguarding includes such things as student safety, bullying, racist abuse and harassment, education visits, intimate care, children missing education and internet safety.

The witnessing of abuse can also have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child.

Abuse can take place in any contexts in any family, institution or community setting, by telephone or on the internet.

Abuse can be difficult to recognise as children behave differently or seem unhappy for many reasons and this changes as they move through adolescence and family circumstances.

It is important to know the indicators of abuse and to be alert to the need to consult further. The following are listed under the categories of abuse but are not an exhaustive list:

##### **4.1 Physical Abuse:**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness.

##### **4.2 Emotional Abuse:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Symptoms that indicate emotional abuse include:

- excessively clingy or attention seeking
- very low self-esteem or excessive self-criticism
- withdrawn behaviour or fearfulness
- lack of appropriate boundaries with strangers, too eager to please
- eating disorders and self-harm

#### **4.3 Sexual Abuse:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or viewing pornographic materials including through the use of the internet. Indicators of sexual abuse can include:

- allegations or disclosures,
- genital soreness,
- injuries or sexually transmitted diseases,
- Inappropriate sexualised behaviour including in play, words or drawing.

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

#### **4.4 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (include the use of inadequate care-givers) or ensure access to appropriate medical care or treatment
- respond to and meet a child's basic emotional needs

(Source HMSO: Working Together to Safeguard Children 2015)

## 5. What to do if you are concerned?

If a student makes an allegation or disclosure of abuse against an adult or other person or young person it is important that you:

- Do let the child know that you will need to tell someone else
- Do stay calm and listen carefully
- Do reassure them that they have done the right thing in telling you
- Do not investigate or ask leading questions
- Do not promise to keep a secret or keep what you have been told a secret
- Do inform the Designated Safeguarding Lead immediately
- Do make a written record of the allegation, disclosure or incident and sign, date and record your position; preferably using the form provided in the staff rooms and student services.
- Do not include your opinion without stating it is your opinion
- Do refer without delay

If you have any concerns that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person report your concerns to the Head teacher. Where those concerns relate to the Head teacher this should then be reported to the Chair of Governors using the Thomas Gainsborough School Whistle Blowing policy.

## 6. Managing allegations:

Thomas Gainsborough School is aware of the possibility of allegations being made against members of staff, trainees or volunteers that may be working in the school. Allegations will be that some kind of abuse has taken place. They may be made by children, young people or concerned adults.

Allegations are made for a variety of reasons:

- abuse has actually taken place
- something has happened to the child that reminds them of a past event
- some children realise that allegations can be powerful and if they are angry about something they can make an allegation as a way of hitting out
- an allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Head teacher. In the case of an allegation against the Head teacher this will be brought to the immediate attention of the Chair of Governors.

The Head teacher/Chair of Governors will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegation in order for appropriate action to be taken.

The Head teacher will need to:

- refer to the LADO immediately and follow up in writing within 48 hours
- consider safeguarding arrangements of the child to ensure they are away from the alleged abuser
- contact the parents or carers of the child if advised to do so by LADO
- consider the rights of the staff member for a free and equal process of investigation
- ensure that appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.

- act on any decision made in a strategy meeting
- advise the Independent Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

## **7. Training:**

All members of staff will have access to whole school safeguarding training at least every three years. As part of Thomas Gainsborough School induction processes the school will issue information in relation to this safeguarding policy and any other policy related to safeguarding and promoting our students welfare to all newly appointed staff, trainees and volunteers.

The DSL and alternates will undertake (in addition to whole school training every two years), level 2 training which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. The DSL will also take part in multi-agency training in addition to Safeguarding training.

Staff will be given regular safeguarding updates and training on key safeguarding issues during the academic year.

The governing body will have access to safeguarding training and our named governor for safeguarding will also undertake additional training at least every two years to support their employers' role in handling allegations against adults who work with children and young people, including our staff and volunteers.

Our Safeguarding arrangements are reported on a termly basis to our Governing body and this Safeguarding policy is reviewed annually.

Safeguarding practice is audited annually by the Samuel Ward Academy Trust.

A summary of the safeguarding policy is available to parents in our prospectus and on the website. Full copies of the policy are available at school. We can also arrange for our policy to be made available to parents whose first language is not English on request.

## **8. Safe Staff:**

All staff will have access to and be expected to know our school's policy for safe restraint. There will be occasion when some form of physical contact is inevitable, for example if a student has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of personnel able to practise school safe is kept by the Head teacher.

If staff, visitors, volunteers or parent helpers are working with students alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Sometimes allegations are made against adults who come in to contact with students. We have a responsibility to ensure that the requirements of Safeguarding Children in Education: Dealing Allegations of Abuse against Teachers and Other Staff are adhered to.

All adults who come into contact with students at Thomas Gainsborough School will be made aware of the steps that will be taken if an allegation is made. At Thomas Gainsborough School we adhere to the guidance laid down in the county council's guidance and will seek appropriate advice from our local Area Education Office. Neither the Head teacher nor any other member of school staff will investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Head teacher, this will be reported to the Chair of our governing body who will liaise with the Area School Support Officer.

## **8. Current Safeguarding Issues:**

The following Safeguarding concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which can be found on the Suffolk Safeguarding Children Board website at: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Thomas Gainsborough School does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

### **8.1 Forced Marriage:**

Thomas Gainsborough School does not support the idea of forcing someone to marry without their consent and will follow Suffolk Children's Board (SCB) procedures to refer any student immediately to Children's social care.

### **8.2 Honour Based Violence:**

'Honour based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a student is at risk from honour based violence, Thomas Gainsborough School will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

### **8.3 Trafficked Children:**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/sweatshop, drug dealing, shoplifting and benefit fraud. Where Thomas Gainsborough School is

made aware of a child who is suspected of, or actually being trafficked/exploited we will report our concerns to the appropriate agency.

#### **8.4 Female Genital Mutilation:**

This is against the law yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of Thomas Gainsborough School we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place. It is mandatory to report cases of FGM.

#### **8.5 Ritualistic Abuse**

Some faiths believe that spirits and demons can possess people (including children). This could lead to physical or psychological violence being used to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the student. If this is brought to the attention of Thomas Gainsborough School we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

#### **8.6 Radicalisation:**

*“Radicalisation” refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.*

(DfE, 2015. The Prevent duty: Departmental advice for schools and childcare providers.)

There has been an increase in incidents nationally of extreme sections of the community grooming our young people. Staff have been made aware that social media and internet gaming have been highlighted as conduits for radicalising young people. Students and staff have been made aware of the dangers of social media and with reference to radicalisation, in particular the gaming chat rooms. The DSL and alternate have received the latest radicalisation training and this has been shared with all colleagues. If this is brought to the attention of Thomas Gainsborough School we will report those concerns to the appropriate agency.

#### **8.7 Children Missing Education:**

Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At Thomas Gainsborough School we will encourage the full attendance of all of our children at school. Where we have concerns that a child is missing education because of suspected abuse, we will report to Children Social Care and the Education Attendance Service to effectively manage the risks and to prevent abuse from taking place.

(See also the Thomas Gainsborough Attendance Policy)



### **8.8 Bullying:**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are:

- physical (e.g. hitting, kicking, theft)
- verbal (e.g. racist or homophobic remarks, threats or name calling)
- emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

Bullying will be dealt with in accordance with the school's Behaviour and Anti – Bullying policies.

### **8.9 Cyber bullying:**

Cyber bullying is the harassment, maltreatment or discrimination of another through the use of Mobile technology including text messaging, or social network sites or mobile phones. Thomas Gainsborough School has a clear commitment (as stated in our Behaviour Policy) to enable all children and young people in Suffolk to live, play, learn and socialise in environments that are free from victimisation, harassment and bullying and will vigorously enforce anti bullying policies and procedures that support this cross county strategy.

For more information see the Thomas Gainsborough On-line Safety policy.

### **8.10 Safeguarding Students with a disability:**

Disabled students have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve as non-disabled children.

Disabled students do, however, require additional action. This is because they experience greater risks and 'created vulnerability' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (Safeguarding Children, DCSF, July 2009).

Thomas Gainsborough School will ensure that our disabled students are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a student.

### **8.11 Domestic abuse:**

The Government defines domestic abuse as *“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”*

Students may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989.

Where there is evidence of domestic violence, Thomas Gainsborough School will report our concerns to the appropriate agency including children's social care and the police in order to prevent the likelihood of any further abuse taking place.

#### **8.12 Private Fostering:**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- a parent,
- a person who is not a parent but has parental responsibility,
- a close relative,
- a Local Authority,

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Thomas Gainsborough School to inform the Local Authority where we are made aware of a student who may be subject to private fostering arrangements.

#### **8.13: Peer on Peer Abuse:**

Young people are increasingly finding themselves in abusive relationships. This can take many forms but are characterised by a young person feeling scared, intimidated or controlled. If staff or students are concerned about someone they should report this to the Safeguarding team immediately.

For further information: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)

#### **9. Safer recruitment:**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Thomas Gainsborough School we will ensure that we have a member

on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

**Key Documents:**

Keeping Children Safe in Education (Sept 2016)

What to do if you think a child is being abused (2015)

Information Sharing (2015)

Working Together to Safeguard Children (2015)

Prevent Duty (2015)

Serious Crime Act - FGM (2015)

**Useful Contacts:**

Professional Advisor/LA Designated Officer – e-Safety – Safeguarding Learning and Quality Assurance:

Dian Campbell - Landmark, House, Egerton Road, Ipswich - [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)  
or 01473 263 112

For Safeguarding Training in schools/education settings please email: [SLQAteam@suffolk.gov.uk](mailto:SLQAteam@suffolk.gov.uk)

Suffolk Local Safeguarding children Board: [www.suffolk.org.uk](http://www.suffolk.org.uk)

Customer First 0845 023023

Police 101

Child Exploitation and Online protection Agency

[www.ceop.org.uk](http://www.ceop.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

# APPENDIX 1

## RECORDING FORM FOR SAFEGUARDING CONCERNS

Name of student/person making the disclosure	Date of Birth	Tutor Group	Your name and position in school

Nature of concern / disclosure Only record what was actually said DO NOT add your own opinion
Your signature: Date:
Injury - Yes / No
Describe
Was anyone else with you? Who?
Who are you passing this information to: Name:
Your signature:

Date:

Action taken by SDL:

Referred to:

Education  
Attendance Service

Police

School Nurse

Social Services

Connexions

Parents

Other

Parents informed? Yes/No (If No - state reason)